

# 1997 OCCUPATIONAL OUTLOOK REPORT

FOR THE NORTH CENTRAL COUNTIES  
CONSORTIUM  
COLUSA, GLENN, LAKE, SUTTER & YUBA

a product of

*The California Cooperative*



***Occupational Information System***

sponsored by

NORTH CENTRAL COUNTIES CONSORTIUM  
PRIVATE INDUSTRY COUNCIL

STATE OF CALIFORNIA  
EMPLOYMENT DEVELOPMENT DEPARTMENT

CALIFORNIA OCCUPATIONAL INFORMATION  
COORDINATING COMMITTEE

# OCCUPATIONAL OUTLOOK REPORT

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

<b>Career Decisions</b>	Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.
<b>Program Planning</b>	This report provides local planners and administrators with employment and training information, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.
<b>Curriculum Design</b>	Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.
<b>Economic Development</b>	Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.
<b>Program Marketing</b>	Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.
<b>Human Resource Management</b>	Small business owners and large corporate resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended as a reference for basing and supporting these and other types of decisions. To maximize the use of this information, please contact your local CCOIS Project Coordinator at (707) 262-3408.

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## **Occupational Summaries**

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- To the **Job Training Program Managers, Career Center staff** and other **labor market information users** who attend the community meetings, help select occupations for the survey, and contribute their ideas and expertise to the process.
- To **Mary Jenkins** of the State of California Employment Development Department, Labor Market Information Division, our CCOIS Site Analyst, indispensable partner and counselor.
- To **Anita Alexander, Brandy Martin, and Quinton Turner**, Research Analysts for Lake, Colusa/Glenn, and Sutter/Yuba counties respectively, who provide us with projections information.

Without this spirit of partnership, the CCOIS project would not be possible.

Donna Hodge  
CCOIS Project Coordinator, December 1997



# INTRODUCTION

The information presented in this Occupational Outlook Report was collected and analyzed through a partnership between the Private Industry Council (PIC) of the North Central Counties Consortium (NCCC) and the Labor Market Information Division (LMID) of the California State Employment Development Department (EDD).

The Occupational Summaries in this report provide aggregate labor market information for NCCC's five counties: Colusa, Glenn, Lake, Sutter and Yuba. The occupations surveyed were selected by local users of occupational information, including vocational program administrators, planners, and counselors. Occupations were voted on at community meetings held during February 1997 in Lakeport, Yuba City and Willows.

The purpose of the Occupational Outlook Report is to provide useful information about occupations and the local labor market. Not all occupations included may be suitable for training at this time. The Supply/Demand statements must be weighed before training decisions are made. Omission of an occupation from this report does not imply that training for that occupation is inappropriate.

Questions regarding this report may be referred to Donna Hodge, CCOIS Project Coordinator, 341 N. Main Street, Lakeport, CA 95453, (707) 262-3408. For further information on the California Cooperative Occupational Information System please contact Employment Development Department, Labor Market Information Division, State/Local LMI Group, P.O. Box 826880, MIC 57, Sacramento, CA 94280-0001, (916) 262-2353. For general information, call (916) 262-2162.

## PROGRAM METHODS

**OCCUPATION SELECTION:** North Central Counties Consortium (NCCC) Private Industry Council (PIC) staff and consultants established criteria for occupations to be surveyed locally by the California Cooperative Occupational Information System (CCOIS). These criteria were: 1) the occupations should have a substantial employment base in the consortium, 2) there should be a substantial number of projected job openings in the occupations, 3) the occupations should offer a reasonable potential for advancement.

For the first two criteria, occupational projection tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past and present occupational employment within NCCC and projected local job growth rates. Occupations that showed a strong projected growth rate and/or large occupations that were expected to have a sizable number of replacement needs were selected from these tables.

A preliminary list of occupations was developed. This list was reviewed by vocational program operators, educators, counselors, economic development professionals, members of the Private Industry Council and other labor market information users at community meetings held throughout the consortium. Occupations were selected by vote at these meetings. Each occupation was then clearly defined to ensure collection of appropriate information.

**DEFINITION OF OCCUPATIONS:** An occupation is the name or title of a job that identifies the various activities and functions of a worker. The method for classifying jobs used in this program is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). BLS uses the OES classification system nationwide to study staffing patterns within industries.

**SURVEY SAMPLE SELECTION:** After the occupations were selected and defined, the industries within which they are typically found were determined. An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged, i.e., the products or services it produces. Industries are classified within categories of the *Standard Industrial Classification Manual*. Every firm in the state is classified in one or more industry categories.

EDD staff, using employer databases and occupational staffing patterns within industries, provided a representative sample of forty employers and list of supplemental firms for each occupation. When necessary, employers were deleted from the sample because they were no longer in business or a local address or phone number could not be obtained, or they did not

employ in the occupation. To maintain statistical significance, as employers were deleted from a sample they were replaced with firms from the corresponding supplemental list.

**QUESTIONNAIRE DEVELOPMENT:** EDD developed a framework of questions to be asked and identical questionnaires were used for each of the occupations. A third page for skills questions and locally pertinent information was developed by the Project Coordinator and added to each EDD questionnaire.

**SURVEY PROCEDURES:** Cover letters and questionnaires were mailed in stages beginning July 1997. All survey responses were reviewed by the Project Coordinator to monitor accuracy and completeness. Employers were contacted if answers were unclear or in conflict with other information obtained on the occupation. Employers not responding to the mailed questionnaires were contacted by phone and given the opportunity to complete the survey by telephone. If a sufficient number of responses to obtain statistical significance could not be obtained from the finalized sample, employers not yet activated from the original supplemental list were contacted. Other firms were also added to the sample from the Yellow Pages or any other source available. The Project Coordinator contacted licensing and certifying agencies, professional and trade associations, training providers, etc. to gather additional information on occupations.

**TABULATIONS AND RESULTS:** The Project Coordinator entered the survey responses into a database and used a computer software program to generate tabulations. The tables were analyzed and the final occupational summaries prepared by the Project Coordinator. Specific employer information is and will remain confidential.

## GUIDE TO OCCUPATION SUMMARIES

Each Occupational Summary includes at least seven areas of information. Reporting within each of these areas reflects standardized terms and guidelines applied by the California Cooperative Occupational Information System (CCOIS). Explanations of these terms and guidelines follow:

**DESCRIPTION OF OCCUPATION:** Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles. Titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics.

**WAGES AND FRINGE BENEFITS:** The wage data allows cross comparison of salary ranges within occupations. The data are not intended to represent official prevailing wages. The ranges are based on employer survey responses, with extreme answers excluded. Wages reflect the economic situation prior to the minimum wage increase of September 1, 1997. Salary ranges are reported for three levels of employee experience, defined as follows:

<b>New hires, no experience</b>	Wages of persons trained or otherwise qualified, but with no paid experience in the occupation.
<b>New hires, experienced</b>	Starting wage paid to journey-level or experienced persons just starting at the firm.
<b>Experienced, after three years</b>	Wages generally paid to persons with three years journey-level experience at the firm.

Common benefits offered to employees are presented with wages. References to *all, almost all, many, some or few* employers utilize the same guidelines discussed under the following section.

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS:** This section describes the relative importance of training, education and work background including licenses and other qualifications reported by employers. Also included in this section are employer preferences and key personal traits usually present in those working in the occupation. When reference is made to *all, almost all, most, many, some, or few*, the following guidelines have been applied:

<b>All employers</b>	100% of survey respondents.
<b>Almost all employers</b>	80-99% of survey respondents.
<b>Most employers</b>	60-79% percent of survey respondents.
<b>Many employers</b>	40-59% percent of survey respondents.
<b>Some employers</b>	20-39% percent of survey respondents.

**Few employers**

19% or less survey respondents.

**IMPORTANT QUALIFICATIONS FOR JOB ENTRY :** This section describes the relative importance of skills reported by respondents to this and other EDD surveys. The list of skills was identified by EDD for each occupation.

**SUPPLY/DEMAND ASSESSMENT:** The terms presented in this section refer to relative difficulty experienced by employers in locating qualified applicants. Supply/demand terms are listed separately for experienced and inexperienced workers, unless otherwise noted. The terms used in describing the local supply/demand situation are defined as:

<b>Very difficult</b>	Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.
<b>Somewhat difficult</b>	Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
<b>A little difficult</b>	Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in jobseeking.
<b>Not difficult</b>	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

**SIZE OF OCCUPATION:** The stated size of a particular occupation relates to its estimated number of workers in the consortium, based upon EDD's Forecast Tables presented in Projections of Employment by Industry and Occupation 1994-2001, published in EDD's Projections and Planning Information. Occupational size is measured using the following scale:

<b>Small</b>	Less than 80 workers
<b>Medium</b>	81 - 160 workers
<b>Large</b>	161 - 350 workers
<b>Very Large</b>	351 or more workers

**EMPLOYMENT TRENDS:** It is important not to over-emphasize growth in an occupation. For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations than of industry growth. Replacement openings (turnover) are most numerous in occupations with relatively low training.

The following standard terms describe the projected annual occupational growth rate, based upon Occupational Employment Forecast Tables published in the Projection and Planning Information for the North Central Counties Consortium for the outlook period 1994-2001:

<b>Much faster than average</b>	1.5% or more annual growth
<b>Faster than average</b>	1.1% to but not including 1.5% annual growth
<b>Average</b>	0.9% to but not including 1.1-% annual growth
<b>Slower than average</b>	Less than 0.9% but greater than 0 annual growth
<b>Remain stable</b>	Zero
<b>Slow decline</b>	Less than zero

**OTHER INFORMATION:** Any information of unique relevance to the particular occupation is presented in this section. Standardized terms and guidelines as defined in previous sections continue to apply. **Promotional patterns** (Career Ladders) are discussed here. **Typical work hours** and **industry concentrations** are also provided. Relevant **local considerations** are noted. **Emerging or obsolete skills** and **common job titles** are reported here. **Dictionary of Occupational Titles (DOT) Codes** encompassed by the occupation are cited here. Related EDD-prepared **California Occupational Guide numbers** and U.S. Dept. of Labor Bureau of Labor Statistics' **Occupational Outlook Handbook titles** also are provided.

# AMUSEMENT & RECREATION ATTENDANTS

OES Code: 680140

16 Firms Responding  
203 Jobs Represented

## DESCRIPTION

Amusement and Recreation Attendants perform a variety of duties at amusement or recreation facilities. They schedule the use of recreation facilities and allocate equipment to participants of sporting events or recreational pursuits, collect fees for games played, set pins, prepare billiard tables, provide caddying and other services for golfers, and operate carnival rides and amusement concessions.

## WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.00 - 6.00	\$ 5.00
New Hires, experienced	\$ 5.00 - 7.00	\$ 6.00
Experienced, 3 yrs with firm	\$ 6.00 - 9.10	\$ 7.00

Sports officials receive a flat rate of \$50-70 per event in lieu of hourly wages.

**Note:** Wages were reported prior to minimum wage increase effective September 1, 1997.

## Fringe Benefits

Many employers offer medical insurance and paid vacation to full-time employees. Some also offer dental insurance and paid sick leave. Few offer vision insurance, retirement plans, and life insurance. Few part-time employees receive medical insurance.

## SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

**Experienced Applicants:** a little difficult

**Inexperienced Applicants:** a little difficult

Worker supply is somewhat larger than demand for qualified applicants, and job seekers may experience competition.

## SIZE OF OCCUPATION

Large (161- 350 workers)

## EMPLOYMENT TRENDS

Much faster than average growth (33.0% annually)  
Average annual growth rate for all occupations in the consortium is 1.5% based on 1994-2001 projections.

## REQUIREMENTS

### Education, Training and Experience

Most recent hires have high school or equivalent education. Most employers sometimes require 3-12 months work experience including public contact and cashiering. Almost all responding employers will usually consider training as a substitute for part of the experience. Lifeguards must obtain a certificate of training including First Aid & CPR.

### Important Qualifications for Job Entry

**Technical:** ability to make change; ability to operate a cash register; telephone answering skills; possession of a valid driver's license.

**Personal or other:** good work habits: (punctual, reliable, well groomed; cooperative; courteous); public contact skills; ability to take and follow directions; willingness to work with close supervision; ability to work independently.

**Physical:** good physical condition; ability to stand for prolonged periods; ability to tolerate noise, dust and fumes.

**Basic:** oral communication skills; basic math skills; ability to read and follow instructions; ability to write legibly.

KEY	ALL (100%)	ALMOST ALL (80-99%)	MOST (60-79%)	Summer/Fall 1997
TERMS:	MANY (40-59%)	SOME (20-39%)	FEW (less than 20%)	North Central Counties



# AMUSEMENT & RECREATION ATTENDANTS

## OTHER INFORMATION

### Common Job Titles

Admission Clerk, Arcade Attendant, Arcade Worker, Bingo Floor Clerk, Bowling Attendant, Campground Attendant, Card Dealer, Cashier, Clerk, Caddy, Cardroom Attendant, Concessions Helper, Desk Clerk, Dock Attendant, Dock Hand, Door Person, Floor Clerk, Games-Arcade Worker, Lane Attendant, Lifeguard, Pool Attendant, Pull Tab Clerk, Racetrack Official, Recreation Aide, Recreation Attendant, Rental Clerk, Sales Clerk, Track Official, Trail Guide, Usher, Video Technician.

### Career Ladder

Most openings tend to be entry-level requiring little work experience. Nearly all amusement and recreation workers are trained on the job. Some positions have more specific training requirements, such as swimming pool lifeguards and racetrack officials. Advancement may be limited to cross training for other jobs at the same level within the company, or being assigned additional duties such as assisting the manager or bookkeeper. Workers generally must compete with other applicants for higher-paying positions as they become available.

### Hours

Many full-time positions, average 40 hours/week.  
Some part-time positions average 20 hours/week.  
Some seasonal positions, average 20 hours/week.

### Major Employing Industries

Hotels and Motels (SIC 7011); Motion Picture Theaters (SIC 7832); Drive-in Theaters (SIC 7833); Bowling Centers (SIC 7933); Race Track Operation (SIC 7948); Physical Fitness Facilities (SIC 7991); Public Golf Courses (SIC 7992); Membership Sports and Recreation Clubs (SIC 7997); Casinos and other Amusement and Recreation, not elsewhere classified (SIC 7999); Civic, Social and Fraternal Organizations (SIC 8641).

### California Occupational Guides

none

### Occupational Outlook Handbook

Amusement and Recreation Attendants

### Dictionary of Occupational Titles Codes

153.667-010 Racetrack Official  
195.367-030 Recreation Aide  
311.477-030 Food Counter Attendant  
329.467-010 Lodging Facilities Attendant  
329.683-010 Campground Attendant  
340.367-010 Desk Clerk, Bowling Floor  
341.367-010 Recreation-Facility Attendant  
341.665-010 Ski-Tow Operator  
341.677-010 Caddie  
341.683-010 Golf-Range Attendant  
342.667-010 Wharf Attendant  
342.667-014 Arcade Attendant  
343.464-010 Gambling Dealer  
343.467-014 Floor Attendant  
344.667-010 Ticket Taker  
344.667-014 Usher  
349.673-010 Drive-in Theater Attendant  
358.677-014 Locker Room Attendant  
410.674-022 Stable Attendant

### Local Considerations

Employing firms are plentiful throughout all five counties. Most are small and many are seasonal businesses that involve outdoor recreational activities such as golf, auto and motorcycle racing, boating, camping, fishing, hiking, horseback riding, balloon and glider riding, go-kart and off-road vehicle riding, river rafting, drive-in movies, duck and pheasant hunting, and archery, target, skeet and paint-ball shooting. Indian Gaming firms in Colusa and Lake Counties employ in this occupation. Socio-economic trends including families taking shorter, more frequent vacations close to home will help spur industry and occupational growth. New jobs will be generated by economic development activity focused on tourist attraction, especially if plans for expansion and development of sports centers and entertainment facilities in Lake and Yuba Counties are successful.

# AUTOMOTIVE BODY & RELATED REPAIRERS

OES Code: 853050

15 Firms Responding  
75 Jobs Represented

## DESCRIPTION

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

## WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.00- 8.00	\$ 5.00
New Hires, experienced	\$ 6.50-15.00	\$12.00
Experienced, 3 yrs with firm	\$11.00-21.58	\$16.78

**Note:** Wages were reported prior to minimum wage increase effective September 1, 1997.

### Fringe Benefits

Most employers offer medical insurance and paid vacation to full-time employees; some also offer dental insurance, life insurance and retirement plans; few offer vision insurance and paid sick leave.

## SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

**Experienced Applicants:** very difficult

**Inexperienced Applicants:** very difficult

Employers generally have difficulty finding applicants who meet their hiring standards. This indicates a very good outlook for qualified job seekers, particularly for those with prior experience.

## SIZE OF OCCUPATION

Medium (81 - 160 workers)

## EMPLOYMENT TRENDS

Much faster than average growth (3.6% annually)  
Average annual growth rate for all occupations in the consortium is 1.5% based on 1994-2001 projections.

## REQUIREMENTS

### Education, Training and Experience

Most recent hires have college but no degree and some have high school or equivalent education. Almost all responding employers always require 4-5 years auto body experience. Many will sometimes consider training as a substitute for experience, and some require continuing education, although most indicate classroom vocational training is not a requirement. Some prefer certificates from the Inter-Industry Conference on Auto Collision Repair (I-CAR) and/or Automotive Service Excellence (ASE).

### Important Qualifications for Job Entry

**Technical:** Skill in working with fiberglass; ability to install vehicle glass; ability to operate power hand tools; masking skills; ability to apply various painting techniques and skills; welding skills.

**Computer:** ability to use basic computer diagnostics program.

**Physical:** Ability to tolerate dust and paint fumes; possession of good color perception; ability to lift at least 70 lbs. repeatedly.

**Personal or Other:** Ability to provide own hand tools; willingness to work with close supervision; ability to work independently.

**Basic:** Basic math skills; ability to read and follow instructions; ability to write legibly; oral communication skills.

# AUTOMOTIVE BODY & RELATED REPAIRERS

## OTHER INFORMATION

### Common Job Titles

Body Man, Metal Man, Painter, Sander, Refinisher, Sheet Metal Man, Collision Technician, Auto Body Technician.

### Career Ladder

Inexperienced applicants (trained or untrained) are most likely to be hired by large shops. Generally, to become skilled in all aspects of body repair requires 3-4 years of on-the-job training, through a formal (although non-union) apprenticeship. People without formal training learn the trade as helpers or "prep people", picking up skills on the job from experienced body repairers. Helpers begin by assisting in tasks such as removing damaged parts, installing repaired parts and preparing surfaces for sanding and painting. They learn to remove small dents and to make other minor repairs. They progress to more difficult tasks such as straightening body parts and returning them to their correct alignment. Opportunities for advancement are limited, although in large shops repairers might be promoted to lead or supervisory positions.

### Hours

Almost all positions are full-time, average 40 hours/week; few positions are part-time.

### Major Employing Industries

Motor Vehicle Dealers (SIC 5511); Top, Body & Upholstery Repair Shops & Paint Shops (SIC 7532); General Auto Repair (SIC 7538)

### Local Considerations

Auto body repair and paint shops, used car dealers, and auto glass replacement shops consistently employ workers in all 5 counties.

### California Occupational Guides

#68 Auto Body Repairers

### Occupational Outlook Handbook

Automotive Body Repairers  
Painting & Coating Machine Operators

### Dictionary of Occupational Titles Codes

620.684-034 Used-Car Renovator  
807.381-010 Automotive-Body Repairer  
807.381-030 Auto-Body Repairer, Fiberglass  
807.484-010 Frame Straightener  
845.381-018 Paint Sprayer, Sandblaster  
865.684-010 Glass Installer

### Training Opportunities

#### Community Colleges:

Yuba College, Marysville: *Certificate of Completion* in Auto Body/Paint, 28 units (training for entry-level employment). *Certificates of Training* (for those already employed who desire to improve skills and abilities): Body Repair, 14 units and Painting/Refinishing, 14 units

#### Regional Occupation Programs:

Tri-County (Colusa, Sutter, Yuba): *Auto Body Repair course*, Yuba City High School.

### Certification Information

**I-CAR** - Inter-Industry Conference on Auto Collision Repair, Northwest Region.

Contact: Bob Mickey, 904 Loveland Avenue, Mukilteo, WA 98275

Phone: (425) 348-4227 Toll-free: (800)-422-7456

Fax: (425) 355-3764

E-mail: [northwest@i-car.com](mailto:northwest@i-car.com)

Internet: [www.i-car.com](http://www.i-car.com)

**ASE** - National Institute for Automotive Service Excellence, 13505 Dulles Technology Drive, Suite 2, Herndon, Virginia 20171-3421

Phone: (703) 713-3800 Fax: (703) 713-0727

E-mail: [webmaster@asecert.org](mailto:webmaster@asecert.org)

Internet: [www.asecert.org](http://www.asecert.org)

# CABINETMAKERS & BENCH CARPENTERS

OES Code: 893110

12 Firms Responding  
69 Jobs Represented

## DESCRIPTION

Cabinetmakers and Bench Carpenters cut, shape, and assemble wooden articles, such as store fixtures, office equipment, cabinets, and high grade furniture. They set up and operate a variety of machines, such as power saws, jointers, mortisers, tenoners, molders, and shapers to cut and shape parts from wood stock.

## WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.00- 7.50	\$ 6.00
New Hires, experienced	\$ 6.00 - 10.00	\$ 8.50
Experienced, 3 yrs with firm	\$ 9.00 - 15.00	\$10.25

**Note:** Wages were reported prior to minimum wage increase effective September 1, 1997.

## Fringe Benefits

Many employers offer medical insurance and paid vacation to full-time employees. Few offer retirement plans, dental insurance and life insurance.

## SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants  
**Experienced Applicants:** somewhat difficult  
**Inexperienced Applicants:** a little difficult

Employers may have some difficulty finding experienced applicants, indicating a good outlook for qualified job seekers. Inexperienced applicants may experience competition in job seeking.

## SIZE OF OCCUPATION

Small (less than 80 workers)

## EMPLOYMENT TRENDS

Much faster than average growth (2.4% annually)

Average annual growth rate for all occupations in the consortium is 1.5% based on 1994-2001 projections.

## REQUIREMENTS

### Education, Training and Experience

Almost all recent hires have high school or equivalent education. Almost all employers usually require 12-24 months work experience as a Cabinetmaker, Bench Carpenter or Woodworker, and will sometimes consider high school woodworking classes or other related training as a substitute for part of the experience.

### Important Qualifications for Job Entry

**Technical:** knowledge of woodworking techniques; knowledge of safe shop working practices; knowledge of various types of lumber stocks; knowledge of wood finishes; painting skills; ability to use hand tools; ability to use radial saw and nail gun; ability to set up and operate woodworking machines; ability to read working drawings; shop math skills; knowledge of geometry; cabinet or furniture design skills; finish carpentry skills; ability to read blueprints; plastic lamination skills; ability to install formica.

**Personal or other:** ability to do precision work; interest in craft, pride in workmanship; ability to work with close supervision; ability to work as part of a team; ability to work independently.

**Basic:** basic math; ability to work with fractions; ability to read and follow instructions; ability to write legibly; oral communication skills.

**Physical:** ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs. repeatedly; ability to withstand excessive noise and dust.

KEY	ALL (100%)	ALMOST ALL (80-99%)	MOST (60-79%)	Summer/Fall 1997
TERMS:	MANY (40-59%)	SOME (20-39%)	FEW (less than 20%)	North Central Counties

# CABINETMAKERS & BENCH CARPENTERS

## OTHER INFORMATION

### Common Job Titles

Cabinetmaker

### New/Emerging Skills

Computer operated machines

### Career Ladder

Most woodworkers begin by taking high school or other woodworking classes. The entry-level position in a cabinet shop is usually called an Apprentice or Shop Helper. Although some acquire skills through vocational training, most are trained on the job, picking up skills informally from experienced workers. Beginners usually observe and help experienced machine operators. They may supply material or remove fabricated products from the machine. Trainees do simple machine operating jobs and are at first closely supervised by experienced workers. As they gain experience, they perform more complex jobs with less supervision. Advancement opportunities are often limited, especially in a small shop and may consist of taking on supervisory duties such as Foreman or Key Employee. Highly skilled craftspeople with entrepreneurial skills may eventually set up their own woodworking shops.

### Hours

Almost all positions are full-time, average 41 hours/week. Few part-time positions, average 25 hours/week.

### Major Employing Industries

Single Family Housing Construction (SIC 1521); Carpentry Work (SIC 1751); Counter Top Installation (SIC 1799); Wood Kitchen Cabinets (SIC 2434); Counter Top Manufacturing (SIC 3089); Furniture Stores (SIC 5712)

### California Occupational Guides

#23 Cabinetmakers

### Occupational Outlook Handbook

Woodworking Occupations

### Dictionary of Occupational Titles Codes

660.280-010 Cabinetmaker (woodworking)

660.280-014 Cabinetmaker Apprentice

760.684-010 Bench Carpenter

### Local Considerations

This is a small occupation, estimated to include less than 80 workers across all five counties. Few shops employ more than five workers; most employ only two or three. Most employing firms are in Sutter and Yuba Counties and many are in Lake County. Self-employed and family-owned proprietorships were not included in this survey.

### Training Opportunities

#### Adult Programs:

Glenn County (GAP): evening course in *Cabinet Making*, Willows H.S.

#### Regional Occupation Programs:

Glenn County: *Furniture & Cabinet Construction*, Hamilton H.S. *Advanced Woodworking*, Orland H.S. *Wood Technology & Manufacturing*, Willows H.S.

Lake: *Industrial & Technology Education: Mill Cabinet*, Kelseyville H.S.,

Tri-County (Colusa, Sutter, Yuba): *Furniture & Cabinet Construction*, Live Oak H.S., Marysville H.S. & East Nicolaus H.S.

# CARPENTERS

OES Code: 871020

15 Firms Responding

74 Jobs Represented

## DESCRIPTION

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters.

## WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.00 - 9.00	\$ 6.00
New Hires, experienced	\$ 7.00 - 18.22	\$11.00
Experienced, 3 yrs with firm	\$ 8.00 - 19.00	\$14.00

Union firms pay more than the above wage ranges.

**Note:** Wages were reported prior to minimum wage increase effective September 1, 1997.

## Fringe Benefits

Many employers offer medical insurance and some offer paid vacation to full-time employees.

## SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

**Experienced Applicants:** somewhat difficult

**Inexperienced Applicants:** somewhat difficult

Employers may have some difficulty finding qualified applicants at times. This indicates a good outlook for qualified job seekers.

## SIZE OF OCCUPATION

Large (161 - 350 workers)

## EMPLOYMENT TRENDS

Much faster than average growth (2.3% annually)

Average annual growth rate for all occupations in the consortium is 1.5% based on 1994-2001 projections.

## REQUIREMENTS

### Education, Training and Experience

Most recent hires have high school or equivalent education. Most employers always require two years carpentry experience. Many will sometimes consider vocational training as a substitute for part of the work experience, but many never hire inexperienced carpenters, trained or untrained.

Some jobs are filled by promoting from Apprentice or Helper positions. Most employers recommend apprenticeship as the best way to learn carpentry, but the number of apprenticeship programs is limited and only a small proportion of Carpenters learn their trade through these programs. Many begin by taking high school electives or other classroom vocational training and picking up additional skills informally on the job.

Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs are usually open to adults and high school graduates, although a large number of applicants combined with a small number of apprenticeship positions usually results in an extremely competitive testing or screening process.

### Important Qualifications for Job Entry

**Technical:** rough carpentry skills; drywall installation and repair skills; finish carpentry skills; remodeling skills; shop math skills; ability to read blueprints; ability to use drafting tools; cost estimating skills.

**Personal or other:** ability to provide own hand tools; possession of a reliable vehicle; willingness to work with close supervision; ability to work independently.

**Physical:** ability to stand continuously for 2 or more hours; ability to climb to high places; ability to perform strenuous, physically demanding work; possess agility and coordination; ability to lift at least 50 lbs. repeatedly.

**Basic:** oral communication skills; ability to read and follow instructions; ability to write legibly.

KEY	ALL (100%)	ALMOST ALL (80-99%)	MOST (60-79%)	Summer/Fall 1997
TERMS:	MANY (40-59%)	SOME (20-39%)	FEW (less than 20%)	North Central Counties

# CARPENTERS

## OTHER INFORMATION

### Common Job Titles

Assembler, Carpenter, Construction Worker; Journeyman, Mobile Home Setter, Sander, Router, Termite Removal Carpenter.

### Career Ladder

Journey-level status comes after several years of on-the-job experience. Specialty areas include framing, finishing, and remodeling. Promotions for Carpenters may lead to supervisory positions, or may take the form of self-employment. Willingness to work on-call may be important for job entry. It is important to try to acquire skills in all aspects of carpentry to have the flexibility to be able to do whatever kind of work may be available. Carpenters with a well-rounded background can switch from residential building to commercial construction to remodeling jobs, depending on demand.

### Hours

Most positions full-time, average 40 hours/week.  
Few seasonal positions, average 40 hours/week.  
Few part-time positions, average 25 hours/week.

### Apprenticeship Information

Carpenters 46 Northern California Counties JATC  
4421 Pell Drive, Sacramento, CA 95838  
Phone: (916) 925-7797 Fax (916) 925-1114

### Major Employing Industries

Single Family Housing Construction (SIC 1521); Residential Buildings other than Single-Family (SIC 1522); Non-Residential Buildings (SIC 1542); Heavy Construction, not elsewhere classified (SIC 1629); Carpentry Work (SIC 1751-1752); Concrete Work (SIC 1771); Millwork (SIC 2431); Wood Kitchen Cabinets (SIC 2434); Wood Products, not elsewhere classified (SIC 2499); Pest Control Services (SIC 7342).

### California Occupational Guides

#169 Carpenters

### Occupational Outlook Handbook

Carpenters

### Dictionary of Occupational Titles Codes

860.381-022 Carpenters  
860.381-050 Joiners  
860.361-010 Boatbuilder, Wood  
860.281-010 Carpenter, Maintenance  
860.381-026 Carpenter, Apprentice  
860.381-042 Carpenter, Rough

### Local Considerations

Carpenters work throughout all five counties but most are employed by small, non-union firms. Glenn has the fewest employing firms. Colusa, Sutter and Yuba County firms within commuting distance of neighboring counties may have more employment needs. Job demand fluctuates with weather conditions and the number of building contracts received by employers. Turnover is high and most openings are due to workers changing employers. All five counties may experience increased demand and additional job openings with continued moderate growth in new housing, modular home, and outbuilding construction. Flood damage and commercial construction projects planned in Yuba County may create new temporary work opportunities. Demand for skilled workers to repair, remodel or rehabilitate existing homes and commercial buildings should remain stable throughout the five counties.

### Training Opportunities

#### Community Colleges:

Butte: certificate and degree programs in Construction Technology.

#### Regional Occupation Programs:

Lake County: Construction, Lower Lake H.S. & Upper Lake H.S.

Tri-County (Colusa, Sutter, and Yuba): Construction Technology, Marysville H.S., Wheatland H.S. & Yuba City H.S.

# CASHIERS

OES Code: 490230

16 Firms Responding  
233 Jobs Represented

## DESCRIPTION

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

## WAGES & BENEFITS

Non-Union Hourly Wages	Range	Median
New Hires, no experience	\$ 5.00 - 7.50	\$5.00
New Hires, experienced	\$ 5.00 - 8.00	\$6.00
Experienced, 3 yrs with firm	\$ 5.45 - 10.00	\$7.00

Union	Hourly Wage
New Hires, no experience	\$ 8.70
New Hires, experienced	\$ 9.13
Experienced, 3 yrs with firm	\$15.83

**Note:** Wages were reported prior to minimum wage increase effective September 1, 1997.

## Fringe Benefits

Almost all responding employers offer medical insurance and paid vacation to full-time workers, most also offer paid sick leave, and some offer dental insurance, retirement plans, vision insurance and life insurance. Many offer medical insurance to part-time workers, depending on number of hours worked. Few employers offer other benefits to part-time workers.

## SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

**Experienced Applicants:** a little difficult

**Inexperienced Applicants:** a little difficult

Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.

## SIZE OF OCCUPATION

Very Large (more than 350 workers)

## EMPLOYMENT TRENDS

Much faster than average growth (2.5% annually)

Average annual growth rate for all occupations in the consortium is 1.5% based on 1994-2001 projections.

## REQUIREMENTS

### Education, Training and Experience

Almost all recent hires have high school or equivalent education. Many employers sometimes require 6-12 months retail experience. Most will sometimes consider training as a substitute for part of the experience, but training is not generally required.

### Important Qualifications for Job Entry

**Technical:** cash handling skills; ability to operate a cash register; ability to follow check cashing procedures; grocery checking skills; record keeping skills; bondable.

**Physical:** ability to stand continuously for 2 or more hours; good manual dexterity.

**Personal or other:** public contact skills; neat appearance; willingness to work with close supervision; ability to work independently; ability to work under pressure; ability to do repetitious work accurately.

**Basic:** basic math skills; ability to read and follow instructions; ability to write legibly; oral communication skills.



# CASHIERS

## OTHER INFORMATION

### Common Job Titles

Cashier, Sales Clerk, Grocery Checker, Sales Associate, Deli Clerk, Cashier/Checker, Head Cashier, Cage Cashier, Concessions Cashier.

### New/Emerging Skills:

Scanning bar codes

### Career Ladder

Most cashier openings tend to be entry-level requiring little work experience. Nearly all inexperienced cashiers are trained on the job. Cashiering offers a good opportunity to learn an employer's business and serves as a stepping stone to a more responsible position. Promotional opportunities vary among types of businesses. Grocery cashiers may start as courtesy clerks or clerks's helpers who bag, clean up and stock shelves. For those working part-time, promotion may be to a full-time position. Occasionally an experienced cashier with additional education may become a bookkeeping or credit clerk. Others may advance to head cashier, assistant manager, department manager, and eventually to store manager.

### Hours

Many positions are full-time, average 40 hours/week; many positions are also part-time, average 28 hours/week

### Local Considerations

Retail stores, amusement and recreation facilities, eating places, gasoline service stations, hotels and banks consistently employ workers in all 5 counties.

### California Occupational Guides

#31 Cashiers

### Occupational Outlook Handbook

Cashiers

### Dictionary of Occupational Titles Codes

211.362-010 Cashier (clerical) I  
211.462-010 Cashier (clerical) II  
211.462-014 Cashier-Checker  
211.462-018 Cashier-Wrapper  
211.462-022 Cashier, Gambling  
211.467-010 Cashier, Courtesy Booth

### Major Employing Industries

Lumber & Other Building Materials Dealers (SIC 5211); Hardware Stores (SIC 5251); Department Stores (SIC 5311); Grocery Stores (SIC 5411); Variety Stores (SIC 5531); Gasoline Service Stations (SIC 5541); Eating Places (SIC 5812); Drug Stores and Proprietary Stores (SIC 5912); Liquor Stores (SIC 5921); Banks, Savings & Loans & Credit Unions (SIC 6011-6062); Hotels & Motels (SIC 7011); and Amusement & Recreation Services, not elsewhere classified (SIC 7999).

### Training Opportunities

#### Community Colleges:

Yuba: *Cashier/Checker Training*

#### Regional Occupation Programs:

Glenn County: *Retail Training* - Orland H.S.

Tri-County (Colusa, Sutter, Yuba). *Cashier Checker Training* - 324 8<sup>th</sup> St., Marysville.

# CHILD CARE WORKERS

OES Code: 680380

15 Firms Responding  
106 Jobs Represented

## DESCRIPTION

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

## WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.00 - 7.11	\$ 5.25
New Hires, experienced	\$ 5.00 9.94	\$ 6.00
Experienced, 3 yrs with firm	\$ 5.00 - 10.98	\$ 7.00

**Note:** Wages were reported prior to minimum wage increase effective September 1, 1997.

## Fringe Benefits

Many employers offer paid vacation to full-time employees, and some also offer medical insurance, dental insurance, vision insurance life insurance, paid sick leave and child care. Few offer retirement plans. Some part-time employees are offered paid sick leave and paid vacation, and few are also offered child care and retirement plans.

## SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

**Experienced Applicants:** a little difficult

**Inexperienced Applicants:** a little difficult

Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.

## SIZE OF OCCUPATION

Medium (81 - 160 workers)

## EMPLOYMENT TRENDS

Much faster than average (1.8% annually)

Average annual growth rate for all occupations in the consortium is 1.5% based on 1994-2001 projections.

## REQUIREMENTS

### Education, Training and Experience

Most recent hires have high school or equivalent education or have completed college classes but no degree. Most employers sometimes require 6-12 months experience caring for children. Many will sometimes consider vocational training as a substitute for part of the experience, but training is not required.

### Important Qualifications for Job Entry

**Technical:** knowledge of early childhood development; knowledge of child activities; basic knowledge of nutrition; knowledge of health and safety regulations; knowledge of infant and child CPR techniques; possession of an Early Childhood Development Certificate, ability to write effectively; oral reading skills; musical skills.

**Physical:** ability to stand continuously for two or more hours; ability to lift at least 40 lbs. repeatedly.

**Personal or other:** human relations skills; creativity; ability to self start; ability to change directions when required; reliable transportation and attendance habits; understanding of a variety of cultures; ability to handle crisis situations; possession of a clean police record; willingness to work with close supervision; ability to work independently; ability to work under pressure; ability to exercise patience.

**Basic:** basic math skills; ability to read and follow instructions; ability to write legibly; oral communication skills.

# CHILD CARE WORKERS

## OTHER INFORMATION

### Common Job Titles

Positions in public or private centers may be called Child Care Assistant, Child Care Aide, Child Care Worker, Day Care Worker, Playroom Attendant, Activity Assistant, or Respite Worker. Positions in a child's home may include Child Care Worker, Infant Nurse, Nanny or Governess, depending on specific job duties.

### Hours

Almost all positions are part-time, average 16 hours/week.

### Career Ladder

Many opportunities in daycare centers, nursery schools, and family daycare homes tend to be entry-level requiring minimal experience. Work experience usually begins with babysitting on an hourly basis in a child's home. Employers may promote experienced workers to positions such as Teacher's Aide, Activity Leader, Activity Specialist, or Site Supervisor. Those with business sense and management abilities who meet state and local requirements may opt to set up their own licensed child-care business. Further advancement to Pre-School Teacher, Assistant Director or Director requires experience, college units in Early Childhood Education, and a Children's Center Instructional Permit.

### Major Employing Industries

Bowling Centers (SIC 7933); Physical Fitness Facilities (7991); Elementary & Secondary Schools (SIC 8211); Junior Colleges & Technical Institutes (SIC 8222); Individual & Family Social Services (SIC 8322); Child Day Care Services (SIC 8351); Residential Care (SIC 8361); Social Services, not elsewhere classified (SIC 8399); Religious Organizations (SIC 8661)

### New/Emerging Skills

Problem solving, social work, positive reinforcements, Parents as Teachers program (PAT)

### California Occupational Guides

#505 Child Care Workers (Aides)

### Occupational Outlook Handbook

Preschool Teachers and Child-Care Workers  
Private Household Workers

### Dictionary of Occupational Titles Codes

355.674-010 Child-Care Attendant, School  
359.677-010 Attendant, Children's Institution  
359.677-018 Nursery School Attendant  
359.677-026 Playroom Attendant

### Training Opportunities

#### Community Colleges:

Butte: *Child Care Worker training; Certificate and degree programs* in Early Childhood Education.

Mendocino: *Certificate and degree programs* in Child Development/Family Relations.

Yuba: *Child Care Health Safety Course; Family Day Care Provider training; Certificate and degree programs* in Early Childhood Education.

#### Adult Vocational Education:

Glenn Adult Program (GAP): *Family Day Care* - Orland H.S.

#### Regional Occupation Programs:

Glenn County: *Child Development Aide Training* - Hamilton H.S. & Willows H.S.

Lake County: *Careers with Children* - Lower Lake H.S.

Tri-County (Colusa, Sutter, Yuba): *Early Childhood Careers* - Marysville H.S. & Boyd St., Yuba City

# COOKS - RESTAURANT

OES Code: 650260

15 Firms Responding  
140 Jobs Represented

## DESCRIPTION

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

## WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.00 - 7.50	\$ 5.00
New Hires, experienced	\$ 5.00 - 10.00	\$ 6.50
Experienced, 3 yrs with firm	\$ 6.00 - 12.00	\$ 8.00

**Note:** Wages were reported prior to minimum wage increase effective September 1, 1997.

## Fringe Benefits

Some employers offer medical insurance and paid vacation to full-time employees. Few also offer dental insurance, paid sick leave, retirement plans, and vision insurance.

## SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

**Experienced Applicants:** a little difficult

**Inexperienced Applicants:** a little difficult

Worker supply is somewhat larger than demand for qualified applicants, and job seekers may experience competition.

## SIZE OF OCCUPATION

Large (161 - 350 workers)

## EMPLOYMENT TRENDS

Much faster than average growth (2.9% annually)

Average annual growth rate for all occupations in the consortium is 1.5% based on 1994-2001 projections.

## REQUIREMENTS

### Education, Training and Experience

Almost all recent hires have high school or equivalent education. Many employers usually require 12 months work experience as a cook or prep cook in a restaurant. Most will usually consider vocational training as a substitute for part of the experience, but training is not considered a hiring requirement.

### Important Qualifications for Job Entry

**Technical:** menu planning skills; sauce making skills; food baking skills; pastry making skills; meat carving skills; food buying skills; ability to plan and organize the work of others; ability to cook ethnic foods; ability to write effectively.

**Personal or other:** ability to work under pressure; willingness to work with close supervision; ability to work independently.

**Physical:** ability to pass a pre-employment medical examination; ability to stand continuously for 2 or more hours; ability to lift at least 30 lbs. repeatedly.

**Basic:** oral communication skills; basic math skills; ability to read and follow instructions; ability to write legibly.

KEY ALL (100%) ALMOST ALL (80-99%) MOST (60-79%)  
TERMS: MANY (40-59%) SOME (20-39%) FEW (less than 20%)

Summer/Fall 1997  
North Central Counties

# COOKS - RESTAURANT

## OTHER INFORMATION

### Common Job Titles

Line Cook, Grill Cook, Fry Cook, Short Order Cook, Pizza Cook, Deli Help, Prep Cook, Executive Chef.

### Career Ladder

The terms Chef and Cook are still used interchangeably, but Cooks generally are less skilled. They usually begin as dishwashers or kitchen helpers, doing cutting, peeling, and similar back-up work. They assist at various stations and develop the skills to become Fast-Food or Short-Order Cooks. Some obtain their training through vocational programs and community colleges. Experienced Cooks may advance to more responsible supervisory or management positions or move to better paying positions at more expensive restaurants. To achieve the level of skill required of an Executive Chef in a fine restaurant, many years of training and experience are necessary. Professional culinary schools provide the most thorough and prestigious Chef training.

### Hours

Most positions are full-time, average 40 hours/week  
Some part-time positions, average 29 hours/week

### Major Employing Industries

Eating Places (SIC 5812); Drinking Places-Alcoholic Beverages (SIC 5813); Hotels & Motels (SIC 7011)

### California Occupational Guides

#93 Cooks and Chefs

### Occupational Outlook Handbook

Chefs, Cooks and Other Kitchen Workers

### Dictionary of Occupational Titles Codes

313.131-014 Chef (Hotel & Restaurant)  
313.131-026 Sous Chef (Hotel & Restaurant)  
313.361-014 Cook (Hotel & Restaurant)  
313.361-018 Cook Apprentice  
313.361-030 Cook, Specialty, Foreign Food

### Local Considerations

Population increases and continuing economic improvement should encourage steady growth in this occupation in all five counties. Restaurant business is subject to more seasonal fluctuation in Lake County, where tourism is a major industry. Few employers require Executive Chef level skills.

### Training Opportunities

#### Community Colleges

Butte: *Certificate and degree programs* in Food Service Management.

Yuba: Marysville campus, *Certificate and degree programs* in Food Services Management.

Napa Jr. College: *Certificate programs & short-term classes* in Culinary Arts.

#### Adult Programs

Glenn Adult Program (GAP): *Hospitality Occupations*, Willows H.S.

#### Regional Occupation Programs

Glenn: *Hospitality Occupations*, Central ROP & Orland H.S.

Tri County (Colusa, Sutter, Yuba): *Food Technology*, Colusa, East Nicolaus, & Sutter H.S., & 324 8<sup>th</sup> St., Marysville.

#### Other Public or Private

Culinary Institute of America at Greystone, St. Helena, CA: *Certificate programs (for employed Cooks)* - Professional Cook's Skill Development.

# COUNTER & RENTAL CLERKS

OES Code: 490170

15 Firms Responding  
72 Jobs Represented

## DESCRIPTION

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

## WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.00 - 6.62	\$ 5.00
New Hires, experienced	\$ 5.50 - 10.00	\$ 6.00
Experienced, 3 yrs with firm	\$ 6.00 - 15.00	\$ 7.00

**Note:** Wages were reported prior to minimum wage increase effective September 1, 1997.

### Fringe Benefits

Many employers offer medical insurance and paid vacation to full-time employees. Few also offer dental insurance, paid sick leave, retirement plans, vision insurance and life. Few part-time employees are offered benefits.

## SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

**Experienced Applicants:** a little difficult

**Inexperienced Applicants:** a little difficult

Worker supply is somewhat larger than demand for qualified applicants, and job seekers may experience competition.

## SIZE OF OCCUPATION

Large (161 - 350 workers)

## EMPLOYMENT TRENDS

Much faster than average growth (5.4% annually)

Average annual growth rate for all occupations in the consortium is 1.5% based on 1994-2001 projections.

## REQUIREMENTS

### Education, Training and Experience

Almost all recent hires have high school or equivalent education. Many employers sometimes require 6 months work experience as a retail cashier or other job involving public contact. Most employers will usually consider vocational training as a substitute for work experience, but training is not a hiring requirement.

### Important Qualifications for Job Entry

**Technical:** cash handling skills; customer service skills; ability to use a calculator; ability to operate a cash register.

**Personal or other:** bondable; willing to work with close supervision; ability to work independently.

**Basic:** basic math skills; ability to read and follow instructions; ability to write legibly; oral communication skills.

**Physical:** ability to stand continuously for 2 or more hours; ability to use two hands for packing.

# COUNTER & RENTAL CLERKS

## OTHER INFORMATION

### Common Job Titles

Booth Clerk, Counter Clerk, Counter Sales Clerk, Desk Clerk, Equipment Rental Counter Person, General Merchandise Clerk, Laundry Clerk, Pro Shop Clerk, Retail Clerk, Video Rental Clerk.

### Career Ladder

Most openings tend to be entry-level requiring little work experience. Nearly all Counter and Rental Clerks are trained on the job. Most firms in this survey do not promote, but some Clerks may advance to Checker or Manager positions. In larger firms Counter Clerks generally must compete with other applicants for higher-paying positions, as they become available. Smaller firms often have no higher-level positions. Advancement may be limited to increased hours, periodic pay raises and cross training for other jobs at the same level within the company.

### Hours

Most positions are part-time, average 22 hours/week  
Few full-time positions, average 39 hours/week

### Major Employing Industries

Custom Dry Cleaners (SIC 4111); Department Stores (SIC 5311); Garment Pressing, Cleaners (SIC 7212); Dry Cleaning Plants, except rug (SIC 7216); Equipment Rental & Leasing, not elsewhere classified (SIC 7359); Video Tape Rental (SIC 7841); Amusement & Recreation, not elsewhere classified (SIC 7999)

### California Occupational Guides

#511 Counter and Rental Clerks

### Occupational Outlook Handbook

Counter and Rental Clerks

### Dictionary of Occupational Titles Codes

216.482-030 Laundry Pricing Clerk  
249.362-010 Counter Clerk  
249.366-010 Counter Clerk  
295.357-010 Apparel-Rental Clerk  
295.357-014 Tool and Equipment Rental Clerk  
295.357-018 Furniture-Rental Consultant  
295.367-026 Storage-Facility Rental Clerk  
295.467-010 Bicycle Rental Clerk  
295.467-014 Boat-Rental Clerk  
295.467-026 Automobile Rental Clerk  
299.367-018 Watch and Clock Repair Clerk  
369.467-010 Manager, Branch Store  
369.477-014 Service-Establishment Attendant  
369.677-010 Self-Service-Laundry-&-Dry-Cleaning Attendant

### Local Considerations

This occupation is commonly found in retail industry firms throughout all five counties.

### Training Opportunities

#### Community Colleges:

Yuba: *Cashier/Checker Training*.

#### Regional Occupation Programs:

Glenn County: *Retail Training* - Orland H.S.

Tri-County (Colusa, Sutter, Yuba), *Cashier Checker Training* - 324 8<sup>th</sup> St., Marysville.

# EMERGENCY MEDICAL TECHNICIANS

OES Code: 325081

3 Firms Responding  
51 Jobs Represented

## DESCRIPTION

EMTs are ambulance attendants or drivers who are trained and certified to provide emergency basic life support at the scene of an emergency and during ambulance transport to hospitals. Excludes Firefighters trained as EMTs.

## WAGES & BENEFITS

Non-Union Hourly Wages	Range	Median
New Hires, no experience	\$ 5.00 - 6.00	\$ 5.50
New Hires, experienced	\$ 6.00 - 7.00	\$ 6.50
Experienced, 3 yrs with firm	\$ 7.00 - 9.00	\$ 8.00

Union Wages	Hourly
New Hires	\$ 5.35
Experienced	\$ 6.09
Experienced, 3 yrs with firm	\$ 6.83

**Note:** Wages were reported prior to minimum wage increase effective September 1, 1997.

## Fringe Benefits

Most employers offer medical insurance, dental insurance, paid vacation and retirement plans to full-time employees. Some also offer vision insurance and paid sick leave.

## SUPPLY/DEMAND

Employers' Difficulty Finding Qualified Applicants

**Experienced Applicants:** a little difficult

**Inexperienced Applicants:** not difficult

Supply of experienced applicants is somewhat larger than demand. Job seekers may experience competition, particularly those without experience.

## SIZE OF OCCUPATION

Small (less than 81 workers).

**NOTE:** Survey results indicate this occupation is much smaller than EDD's estimate in 1994-2001 occupation projection tables.

## EMPLOYMENT TRENDS

Much faster than average growth (2.4% annually)

**NOTE:** Survey results indicate employers anticipate no growth in the next 3 years.

## REQUIREMENTS

### Education, Training and Experience

All recent hires have completed college classes but no degree. Most employers never require work experience. A valid EMT-1 certificate from the local regional certifying agency is required, and all employers surveyed always accept this as a substitute for work experience. Some employers require additional certificates of training in CPR (cardio-pulmonary resuscitation), ACLS (advanced cardiac life support), PALS (pediatric advanced life support), a health care provider certificate, and an ambulance driver's license with a good driving record.

### Important Qualifications for Job Entry

**Technical:** ambulance driver's license; ability to recognize ventricular fibrillation and cardiac standstill; ability to operate automatic and semi-automatic defibrillators; ability to monitor and maintain IV lines; ability to assist with inflation of anti-shock trousers; ability to assist with set-up for Adv. Life Support procedures; ability to test, check and maintain emergency medical equipment; ability to take charge and handle major emergencies; ability to accurately record and report information; ambulance or emergency vehicle driving skills.

**Personal or other:** good driving record; ability to assess emergency situations and set priorities quickly; ability to work as part of a team; ability to work independently; ability to work under pressure.

**Basic:** basic math skills; ability to read and follow instructions; ability to write legibly; oral communication skills.

**Physical:** ability to lift and move patients; good vision; ability to perform strenuous, physically demanding work; good physical condition; possession of good color perception.

KEY	ALL (100%)	ALMOST ALL (80-99%)	MOST (60-79%)	Summer/Fall 1997
TERMS:	MANY (40-59%)	SOME (20-39%)	FEW (less than 20%)	North Central Counties



# EMERGENCY MEDICAL TECHNICIANS

## OTHER INFORMATION

### Common Job Titles

EMT-1, Ambulance Driver

### Hours

Almost all positions are full-time, average 40 hours/week. Some part-time positions, average 24 hours/week. Some 24-hour shifts.

### Career Ladder

Most EMT-I openings tend to be entry level requiring little work experience. Nearly all inexperienced EMTs learn on the job after earning the EMT-1 certificate. Advancement to EMT-Paramedic requires additional training. Further advancement usually means leaving fieldwork for supervisory or managerial positions. Some EMTs become instructors, firefighters, dispatchers, or police officers, or others move into sales or marketing of emergency medical equipment. Some return to school and become registered nurses, physicians, or other health workers.

**NOTE:** The State Emergency Medical Services Authority has eliminated classifications EMT-1A (ambulance), EMT-1NA (non-ambulance) and EMT-II. EMT-1 and EMT-Paramedic job responsibilities vary between counties and are subject to change in both State and local area regulations.

### California Occupational Guides

#550 Emergency Med Techs (EMT) & Paramedics

### Occupational Outlook Handbook

Emergency Medical Technicians

### Dictionary of Occupational Titles Codes

079.364-010 Emergency Medical Technician I

### Major Employing Industries

Ambulance Transport Companies (SIC 4119)

**NOTE:** Local fire-fighting agencies & Volunteer Fire Districts generally do not employ EMTs. (See comments under Local Considerations)

### Local Considerations

Most local hospitals no longer employ EMTs. Employment is limited to private ambulance services with only three firms within the consortium; two of these based in other counties. Firefighting agencies employ workers who may be trained EMTs, but their primary duties are fighting fires. Volunteer Fire Districts often have trained EMTs on call for emergencies, but they are only paid mileage reimbursement.

### Certification Information

**Colusa & Glenn Counties:** Northern California EMS Agency  
P.O. Box 491989  
Redding, CA 96049-1989  
Phone: (530) 221-7900

**Lake County:** North Coast EMS Agency  
86 E Street  
Eureka, CA 95501  
Phone: (707) 445-2081

**Sutter & Yuba Counties:** Sierra-Sacramento Valley EMS Agency  
3853 Taylor Road, Suite G  
Loomis, CA 95650  
Phone: (916) 652-3690

### Training Opportunities

For a complete list of approved EMT training contact State EMS Authority (916) 322-4336.

### Community Colleges:

Butte: One-semester certificate program in Health-EMT-1, Ambulance.

Mendocino: Certificate program in Health Sciences-Emergency Medical Technician-II.

Yuba: Certificate of training program and refresher course in EMT-1.

### Regional Occupation Programs:

Lake County: Kelseyville H.S., Health Careers Education: EMT-I.

# FOOD SERVICE MANAGERS

OES Code: 150261

16 Firms Responding  
36 Jobs Represented

## DESCRIPTION

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. Includes Food and Beverage Directors.

## WAGES & BENEFITS

Non-Union Hourly Wages	Range	Median
New Hires, no experience	\$ 6.50 - 7.91	\$ 7.46
New Hires, experienced	\$ 7.00 - 10.00	\$ 8.56
Experienced, 3 yrs with firm	\$ 7.50 - 12.00	\$10.00

Union Hourly Wages	Range	Median
New Hires, no experience	\$ 7.50 - 10.29	\$ 8.61
New Hires, experienced	\$ 7.50 - 10.55	\$ 8.79
Experienced, 3 yrs with firm	\$ 8.25 - 12.00	\$11.40

Union firms include public schools and government.

**Note:** Wages were reported prior to minimum wage increase effective September 1, 1997.

## Fringe Benefits

Most employers offer medical insurance and dental insurance to full-time employees. Many also offer vision insurance, life insurance, paid sick leave, paid vacation and retirement plans.

## SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

**Experienced Applicants:** a little difficult

**Inexperienced Applicants:** somewhat difficult

Supply of qualified experienced applicants is somewhat larger than demand. Job seekers may experience competition.

## SIZE OF OCCUPATION

Medium (81 - 160 workers)

## EMPLOYMENT TRENDS

Much faster than average growth (6.5% annually)  
Average annual growth rate for all occupations in the consortium is 1.5% based on 1994-2001 projections.

## REQUIREMENTS

### Education, Training and Experience

Many recent hires have completed college classes but no degree, and some have high school or equivalent education. All responding employers usually or always require 2-3 years experience as a line cook or other quantity food preparation job, plus 1 year commercial kitchen experience including scheduling, ordering, menu planning, catering, and management and supervision. Many employers will sometimes consider vocational training as a substitute for part of the experience. Some firms require a State of California Food Supervisor certificate, a Sanitation, Health & Safety certificate and/or completion of an in-house training program.

### Important Qualifications for Job Entry

**Technical:** ability to manage an activity or department; ability to plan and organize the work of others; ability to hire and assign personnel; supervisory skills; food preparation skills; catering skills; ability to write effectively; business math skills; ability to maintain financial records; ability to follow purchasing procedures; record keeping skills; understanding of inventory techniques; trained in First Aid and CPR techniques.

**Personal or other:** organizational & time management skills; problem solving; ability to work under pressure; ability to handle crisis situations; attention to detail; willingness to work with close supervision; public contact skills; ability to work independently; customer service skills.

**Basic:** verbal communication skills; ability to work as part of a team; ability to read and follow instructions; ability to write legibly.

**Physical:** ability to stand continuously 2 or more hours; ability to do strenuous, physically demanding work; ability to lift at least 50 lbs.; ability to pass a pre-employment medical exam.

### New/Emerging Skills

Computerized word processing; database and spreadsheet programs; regulatory agency accountability; team building; employee relations.

**Hours** - Almost all positions are full-time, average 40 hours/week.

KEY	ALL (100%)	ALMOST ALL (80-99%)	MOST (60-79%)	Summer/Fall 1997
TERMS:	MANY (40-59%)	SOME (20-39%)	FEW (less than 20%)	North Central Counties

# FOOD SERVICE MANAGERS

## OTHER INFORMATION

### Common Job Titles

Kitchen Manager, Restaurant Manager, Back-of-the-House Manager, Deli Manager, Assistant Manager, Dietary Director, Dietary Supervisor, Nutrition & Food Services Supervisor, Food Service Coordinator, Cafeteria Manager, Snack Bar Manager

### Career Ladder

A typical career ladder progresses from Management Trainee to Assistant Manager to Manager. Many smaller restaurants promote from within and it is fairly common for individuals without a college degree to be promoted to Management Trainee or Assistant Manager after working three or four years in a lower-paying position. When an Assistant Manager opening occurs, most employers will consider their Waiters, Waitresses, Chefs, and Fast-food Workers who show potential for handling increased responsibility. Large restaurant chains often recruit management trainees from 2- and 4-year college programs. A bachelor's degree in restaurant and food service management provides strong preparation, but an associate's degree or other formal certification is a good alternative. In chain operations, Managers may advance to Personnel Manager or General Manager.

### Major Employing Industries

Eating Places (SIC 5812); Hotels & Motels (SIC 7011); General Medical & Surgical Hospitals (SIC 8062); Elementary & Secondary Schools (SIC 8211), Local Government (SIC 9030)

### California Occupational Guides

#503 Food Service Managers

### Occupational Outlook Handbook

Food Service Managers

### Certification

For details about the *Food Service Management Professional certificate*, contact:

National Restaurant Association., Educational Foundation, 150 N Michigan Ave Chicago, IL 60601-7524. Phone: (312) 853-2525

### Dictionary of Occupational Titles Codes

185.137-010 Manager, Fast Food Services  
187.117-038 Manager, Hotel or Motel  
187.137-018 Manager, Front Office  
187.161-010 Executive Chef  
187.167-026 Director, Food Services  
187.167-050 Manager, Agricultural-Labor Camp  
187.167-066 Manager, Camp  
187.167-106 Manager, Food Service  
187.167-126 Manager, Liquor Establishment  
187.167-206 Dietary Manager  
187.167-210 Director, Food and Beverage

### Local Considerations

Although industries typically employing in this occupation are common throughout the five counties, the number of restaurants has declined in recent years. Many are small to medium-sized and owner-operated, resulting in a limited number of positions. Managers may leave one job and transfer to other, limiting openings for new entrants. Growth in the number of new restaurants plus continued improvement in the economy should accelerate growth in this occupation. Opportunities in public schools and local government should remain stable or increase, according to population growth.

### Training Opportunities

#### Community Colleges:

Butte: *Certificate programs*- Dietary Service Supervisor and School Food Service Manager.

Yuba: *A.S. degree and certificate programs* in Food Services Management.

#### Adult Schools:

Glenn Adult Program (GAP): Willows H.S.-  
*Hospitality Occupations*

#### Regional Occupation Programs:

Glenn County: Orland H.S. – *Hospitality Occupations*  
Tri-County (Colusa, Sutter, Yuba), Colusa H.S., East Nicolaus H.S., Sutter H.S. & 324 8<sup>th</sup> St., Marysville-  
*Food Technology*.

# GENERAL MANAGERS & TOP EXECUTIVES

OES Code: 190050

15 Firms Responding  
22 Jobs Represented

## DESCRIPTION

General Managers and Top Executives include both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives. Does not include managers of smaller establishments who typically engage in the same activities as the workers they supervise.

## WAGES & BENEFITS

Monthly Salaries	Range	Median
New Hires, no experience	\$1829-3847	\$2245
New Hires, experienced	\$2492-4457	\$3657
Experienced, 3 yrs with firm	\$2991-5487	\$4654
<b>Note:</b> Wages were reported prior to minimum wage increase effective September 1, 1997.		

### Fringe Benefits

All responding employers offer medical insurance, dental insurance, paid sick leave, paid vacation, life insurance and retirement plans to full-time employees. Most also offer vision insurance.

## SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

**Experienced Applicants:** a little difficult

**Inexperienced Applicants:** a little difficult

Worker supply is somewhat larger than demand for qualified applicants, and job seekers may experience competition.

## SIZE OF OCCUPATION

Very Large (more than 350 workers)

## EMPLOYMENT TRENDS

Much faster than average (1.6% annually)  
Average annual growth rate for all occupations in the consortium is 1.5% based on 1994-2001 projections.

## REQUIREMENTS

### Education, Training and Experience

Many recent hires have bachelor's degrees and some have completed college classes but no degree. Most employers always require 2-5 years mid-level management experience, but many will sometimes consider training as a substitute for part of the experience.

### Important Qualifications for Job Entry

**Technical:** verbal presentation skills; ability to write effectively; skill in setting work priorities; ability to plan and organize the work of others; supervisory skills; ability to hire/assign personnel; performance appraisal skills; knowledge of economic principles; knowledge of financial planning and budgeting; knowledge of business math; ability to interpret data; ability to analyze data to solve problems; proofreading skills; ability to interview others for information; knowledge of the organization including other occupational duties.

**Computer:** high degree of computer skills; ability to use spreadsheet, word processing and Internet programs.

**Personal or other:** advanced level of oral and written communication skills; high degree of organizational skills; intermediate degree of fiscal administration skills; ability to read and comprehend information quickly; public contact skills; interpersonal skills; time management skills; leadership skills; ability to work independently; ability to work under pressure; ability to take charge and handle the unexpected; ability to maintain good business relationships; ability to motivate others.

**Basic:** oral communication skills; ability to read and follow instructions; proficient in English usage, grammar, spelling, punctuation & vocabulary.

**New/Emerging Skills:** more use of computer programs; computer networking; Internet web pages knowledge of information technology; capital project coordination; computer inventory tracking; organizing and directing grant writing & fundraising.

KEY	ALL (100%)	ALMOST ALL (80-99%)	MOST (60-79%)	Summer/Fall 1997
TERMS:	MANY (40-59%)	SOME (20-39%)	FEW (less than 20%)	North Central Counties

# GENERAL MANAGERS & TOP EXECUTIVES

## OTHER INFORMATION

### Common Job Titles

President, Vice-President, Chief Executive Officer, Director, Executive Director, General Manager, Associate Manager, Assistant Director, Deputy Director, Superintendent, Principal

### Career Ladder

In some industries, such as retail trade or transportation, it is fairly common for individuals without a college degree to become managers. However, formal education followed by several years of mid-level management experience is the usual way to become a general manager or top executive. Most managers have a bachelor's degree or higher in liberal arts or business administration. Many openings occur as executives transfer to other positions, start their own businesses, or retire. Many executives who leave their jobs transfer to other executive or managerial positions, limiting openings for new entrants.

### Hours

Almost all positions are full-time, average 41 hours/week

### Major Employing Industries

Survey includes firms from Manufacturing/Rice Milling (SIC 2044), Wholesale Farm & Garden Machinery Equipment (SIC 5083), Wholesale Fresh Fruits & Vegetables (SIC 5148), Eating Places (SIC 5812), Hospitals (SIC 8062), Elementary & Secondary Schools (SIC 8211), Junior Colleges & Technical Institutes (SIC 8222), Individual & Family Social Services (SIC 8322), Job Training and Vocational Rehabilitation Services (SIC 8331), Residential Care (SIC 8361), Social Services, not elsewhere classified (SIC 8399), Local Government (9030)

### Local Considerations

This occupation is common across all industries throughout the five counties. Most businesses in the local private sector are small to medium-sized and do not typically employ a general manager. However there are many employing firms in the non-profit sector and in wholesale and retail trade and service industries.

### California Occupational Guides

none

### Occupational Outlook Handbook

General Managers & Top Executives

### Dictionary of Occupational Titles Codes

187.117-010 Administrator, Health Care Facility  
188.117-090 Director, Revenue  
188.117-126 Welfare Director  
188.167-058 Manager, Office  
188.167-078 Roads Supervisor  
189.117-026 President  
189.117-034 Vice President  
189.117-030 Project Director

### Training Opportunities

#### Universities and Colleges:

- CSU Chico (530) 898-4636
- CSU Sacramento (916) 278-6011
- CSU Sonoma (707) 664-2346
- UC Davis (916) 752-0655

#### Community Colleges:

Butte, Mendocino and Yuba: *articulated coursework and A.A. degrees* in Business Administration, General Education & Liberal Arts. *Transfer programs* leading to a B.A. degree at 4-year universities.

# HAND PACKERS & PACKAGERS

OES Code: 989020

15 Firms Responding  
344 Jobs Represented

## DESCRIPTION

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. Does not include workers whose jobs require more than minimum training.

## WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.00 - 11.37	\$ 5.00
New Hires, experienced	\$ 5.00 - 12.82	\$ 6.00
Experienced, 3 yrs with firm	\$ 5.00 - 13.44	\$ 7.00

Experienced fresh fruit packers may earn piecework rates instead of hourly pay (e.g. 55¢ per box). Average earnings are within these hourly ranges but vary depending on how fast a worker can pack.

**Note:** Wages were reported prior to minimum wage increase effective September 1, 1997.

## Fringe Benefits

Many employers offer medical insurance and paid vacation to full-time employees. Some also offer dental insurance, paid sick leave, retirement plans, and life insurance. Few offer vision insurance. Few part-time employees are offered benefits.

## SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

**Experienced Applicants:** a little difficult

**Inexperienced Applicants:** a little difficult

Worker supply is somewhat larger than demand for qualified applicants, and job seekers may experience competition.

## SIZE OF OCCUPATION

Large (161 – 350 workers)

## EMPLOYMENT TRENDS

Much faster than average (1.6% annually)

Average annual growth rate for all occupations in the consortium is 1.5% based on 1994-2001 projections.

## REQUIREMENTS

### Education, Training and Experience

Most recent hires have high school or equivalent education. Many employers sometimes require 2-3 months of related experience. Most will usually consider training as a substitute for work experience, although classroom training is not generally required. Some employers provide in-house training.

### Important Qualifications for Job Entry

**Technical:** sorting skills; wrapping, labeling, packaging skills; two-handed packing skills; ability to pack items neatly; accurately and quickly; ability to follow packing patterns exactly.

**Personal or other:** willingness to work with close supervision; ability to work independently.

**Basic:** basic math skills; ability to read and follow instructions; ability to write legibly; oral communication skills.

**Physical:** good eye-hand coordination; ability to use both hands for packing items; ability to stand continuously for 2 or more hours; ability to sit continuously for 2 or more hours; ability to lift at least 50 lbs. repeatedly.

# HAND PACKERS & PACKAGERS

## OTHER INFORMATION

### Common Job Titles

Assembly Line Worker, Bagger, Blender, Bottling Line Worker, Courtesy Clerk, Fruit Packer, General Packaging Laborer, Grader, Hand Packager, Hayssen Operator, Laborer, Miscellaneous Worker, Packaging Attendant, Packaging Operator, Packer, Pear Packer, Production Line Worker.

### Career Ladder

Most openings tend to be entry-level requiring little work experience. Nearly all Hand Packers and Packagers are trained on the job. Advancement may be limited to cross training for other jobs at the same level within the company. Workers generally must compete with other applicants for higher-paying positions, as they become available

### Hours

Many positions seasonal, average 46 hours/week.

Many full-time positions, average 41 hours/week.

Few part-time positions, average 25 hours/week.

### Major Employing Industries

Crop Preparation Services for Market, except Cotton Ginning (SIC 0723); Sausages & Other Prepared Meat Products (SIC 2013); Dairy Products (SIC 2022); Pickles, Sauces & Salad Dressings (SIC 2035); Candy & Other Confectionery Products (SIC 2064); Salted & Roasted Nuts & Seeds (SIC 2068); Wines, Brandy & Brandy Spirits (SIC 2084); Bottled & Canned Soft Drinks (SIC 2086); Food Preparations, not elsewhere classified (SIC 2099); Textile Bags (SIC 2393); Newspapers (SIC 2711); Soap, Detergents, Cleaning (SIC 2842); Mineral Wool (SIC 3296); Local Trucking with Storage (SIC 4214); Refrigerated Warehouse & Storage (SIC 4222); Packing & Crating (SIC 4783); Farm & Garden Machinery & Equipment (SIC 5083); Fresh Fruits & Vegetables (SIC 5148); Groceries & Related Products, not elsewhere classified (SIC 5149); Farm Supplies (SIC 5191); Grocery Stores (SIC 5411); Miscellaneous Food Stores (SIC 5499).

### California Occupational Guides

none

### Occupational Outlook Handbook

Handlers, equipment cleaners, helpers, and laborers

### Dictionary of Occupational Titles Codes

(This OES category includes 65 titles) Survey includes jobs similar to the following titles:

579.685-038 Packer, Insulation

920.587-018 Packager, Hand

920.687-014 Bagger, Grocery

920.687-042 Bottling-Line Attendant

920.687-134 Packer, Agricultural Produce

929.687-046 Scaler-Packer

### Local Considerations

Many firms throughout the five counties employ this occupation. Fresh fruit and vegetables packing firms operate on a seasonal basis. Others operating year-round include manufacturing, warehousing and wholesale distribution firms, and retail food stores. All of these need to get goods, products and supplies packaged and ready for shipping or delivery to the consumer in a timely manner. Economic development efforts to attract new light manufacturing industries throughout all five counties should increase occupational growth.

### Training Opportunities

#### Regional Occupation Programs

Tri-County (Colusa, Sutter, Yuba): Colusa Alternative/Colusa H.S. & Williams H.S., *Certificate program for at-risk students* - Distributive Occupations Training: Bagger and Hand Packer. .

# HOTEL DESK CLERKS

OES Code: 538080

15 Firms Responding  
51 Jobs Represented

## DESCRIPTION

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

## WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.00 - 6.00	\$ 5.25
New Hires, experienced	\$ 5.00 7.48	\$ 5.63
Experienced, 3 yrs with firm	\$ 5.00 - 7.50	\$ 6.75

**Note:** Wages were reported prior to minimum wage increase effective September 1, 1997.

In a few establishments, employees work 12-hour shifts and receive a flat rate in lieu of hourly wages.

## Fringe Benefits

Most employers offer medical insurance and paid vacation to full-time employees and some also offer dental insurance. Few employers offer paid sick leave, retirement plans, vision insurance and life insurance. Some part-time employees are offered medical insurance. Few are offered paid sick leave and paid vacation.

## EMPLOYMENT TRENDS

Much faster than average growth (4.8% annually)  
Average annual growth rate for all occupations in the consortium is 1.5% (based on 1994-2001 projections.)  
Job opportunities should remain relatively good because turnover in this occupation is very high.

## SIZE OF OCCUPATION

Medium (81 - 160 workers)

## SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

**Experienced Applicants:** somewhat difficult

**Inexperienced Applicants:** a little difficult

Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

## REQUIREMENTS

### Education, Training and Experience

Most recent hires have high school or equivalent education. Most employers sometimes require 12 months public contact experience. Most will sometimes consider training as a substitute for part of the experience, but training is not generally required.

### Important Qualifications for Job Entry

**Technical:** record keeping skills; cash handling skills; ability to follow billing procedures; credit card processing; ability to write effectively; customer service skills.

**Computer:** computer familiar; basic keyboarding skills; willing to learn to use computer on the job.

**Personal or other:** oral communication skills; ability to read and follow instructions; ability to write legibly; basic math skills; public contact skills; ability to use telephone etiquette; neat appearance; good grooming habits; willingness to work with close supervision; ability to work independently, ability to work under pressure; ability to handle crisis situations.

**New/Emerging Skills:** computerized registration; bookkeeping/accounting; 10-key adding machine.

**Skills Becoming Obsolete:** making change; issuing regular keys.

KEY	ALL (100%)	ALMOST ALL (80-99%)	MOST (60-79%)	Summer/Fall 1997
TERMS:	MANY (40-59%)	SOME (20-39%)	FEW (less than 20%)	North Central Counties



# HOTEL DESK CLERKS

## OTHER INFORMATION

### Common Job Titles

Desk Clerk, Night Desk Clerk, Night Auditor, Relief Manager, Front Desk Receptionist, Guest Services Clerk, Reservations Clerk.

### Career Ladder

Most openings tend to be entry-level requiring little work experience or training. Nearly all inexperienced desk clerks are trained on the job. In some smaller hotels and motels, clerks have a variety of additional responsibilities that in most larger establishments are usually performed by specialized employees. Clerks also may perform the work of a bookkeeper, advance reservation agent, cashier, laundry attendant, and telephone switchboard operator.

Working as a desk clerk offers an opportunity to learn an employer's business and may serve as a stepping stone to a more responsible position. Promotional opportunities vary, depending on the size of the establishment. For those working part-time, promotion may be to a full-time position. An experienced desk clerk with additional education may become a bookkeeping or credit clerk. Many employers promote experienced clerks to positions including Relief Manager, Assistant Manager, Head of Housekeeping, or other administrative jobs.

### Hours

Many full-time positions, average 42 hours/week

Many part-time positions, average 24 hours/week ;

Few-call or shift positions, average 8-12 hours/week.

### Major Employing Industries

Hotels & Motels (SIC 7011)

### California Occupational Guides

#70 Hotel Desk Clerks

### Occupational Outlook Handbook

Hotel & Motel Desk Clerks

### Dictionary of Occupational Titles Codes

238.367-038 Hotel Clerk

### Local Considerations

Motel chains, inns and hotels that usually employ in this occupation are plentiful in all five counties, especially in areas with a healthy tourist industry and in larger cities and towns near major highways. Opportunities for part-time work should continue to be plentiful since the front desk must be staffed 24 hours a day, 7 days a week. However, most local establishments are of small to medium size and many are family-owned and operated. Also, employment of desk clerks is sensitive to cyclical swings in the economy. Demand should keep pace with the level of local vacation and business travel.

### Training Opportunities

#### Community Colleges:

Butte: Coursework, certificate and degree programs in Tourism and Travel.

#### Adult Education:

Glenn Adult Program (GAP): Willows H.S.- Hospitality Occupations

#### Regional Occupation Programs:

Glenn: Central ROP & Orland H.S. - Hospitality Occupations

# INDUSTRIAL TRUCK & TRACTOR (FORKLIFT) OPERATORS

OES Code: 979470

17 Firms Responding  
119 Jobs Represented

## DESCRIPTION

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Does not include Logging Tractor Operators.

## WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.00 - 8.60	\$ 6.25
New Hires, experienced	\$ 5.50 13.44	\$ 6.75
Experienced, 3 yrs with firm	\$ 6.50 - 16.72	\$ 9.00

**Note:** Wages were reported prior to minimum wage increase effective September 1, 1997.

## Fringe Benefits

Most responding employers offer medical insurance to full-time employees. Many also offer paid vacation and some also offer dental insurance, life insurance, and retirement plans. Few employers offer vision insurance and paid sick leave.

## SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

**Experienced Applicants:** a little difficult

**Inexperienced Applicants:** a little difficult

Worker supply is somewhat larger than demand for qualified applicants, and job seekers may experience competition.

## SIZE OF OCCUPATION

Very Large (more than 350 workers)

## EMPLOYMENT TRENDS

Much Faster than average (2.3% annually)

Average annual growth rate for all occupations in the consortium is 1.5% based on 1994-2001 projections.

## REQUIREMENTS

### Education, Training and Experience

Almost all recent hires have high school or equivalent education. Many employers usually require 1-2 years related work experience, but most will sometimes consider training as a substitute for part of the experience. Some employers provide on-the-job training, issuing certificates to employees upon successful completion.

### Important Qualifications for Job Entry

**Technical:** automotive maintenance and minor repair skills; possession of a valid driver's license ; possession of a forklift driver's certificate

**Personal or other:** mechanical aptitude; willingness to work with close supervision; ability to work independently

**Basic:** oral communication skills; ability to read and follow instructions; basic math skills ; ability to write legibly

**Physical:** good eye-hand coordination; ability to perform strenuous and physically demanding work; ability to stand continuously for 2 or more hours; ability to pass a pre-employment medical examination; ability to lift at least 50 lbs. repeatedly; ability to pass a drug test.

KEY	ALL (100%)	ALMOST ALL (80-99%)	MOST (60-79%)	Summer/Fall 1997
TERMS:	MANY (40-59%)	SOME (20-39%)	FEW (less than 20%)	North Central Counties

# INDUSTRIAL TRUCK & TRACTOR (FORKLIFT) OPERATORS

## OTHER INFORMATION

### Common Job Titles

Forklift Driver, Forklift Operator, Materials Handler, Materials Mover, Loader, Loader Operator, Yardman, Truck Driver, Utility Forklift, Stocker, Warehouseman, Scrap Handler, Recycling Specialist

### Career Ladder

Most employers promote from other in-house occupations. Those who do not promote usually require work experience. The usual way to learn this occupation is by working where forklift trucks are used and taking every opportunity to observe and learn. Inexperienced operators are often given on-the-job training until they can handle simple forklift operations. Proficiency comes from experience on the job. Some employers have formal training programs, issuing certificates to employees upon successful completion. Forklift drivers may advance to a number of other positions within the same firm such as cold storage manager or supervisor.

### Hours

Most positions are full-time, average 41 hours/week  
Some seasonal positions, average 57 hours/week  
Few part-time positions, average 30 hours/week

### Major Employing Industries

Canned Fruits & Vegetables (SIC 2033); Dried & Dehydrated Fruits & Vegetables (SIC 2034); Mineral Wool (SIC 3296); Refrigerated Warehouse & Storage (SIC 4222); Motor Vehicle Supplies & Parts (SIC 5013); Lumber & Plywood (SIC 5031); Fresh Fruits & Vegetables (SIC 5148); Grocery-related, not elsewhere classified (SIC 5149); Lumber & Other Building Materials (SIC 5211); General Stores (SIC 5399).

### California Occupational Guides

#190 Forklift Operators  
#63 Shipping & Receiving Clerks  
#74 Stock Clerk  
#247 Lumber Handling Equipment Operators

### Occupational Outlook Handbook

Material Moving Equipment Operators

### Dictionary of Occupational Titles Codes

519.663-014 Hot Car Operators  
519.683-014 Larry Operator  
921.583-010 Transfer-Car Operator  
921.683-042 Front-End Loader Operator  
921.683-050 Industrial-Truck Operator  
921.683-078 Straddle-Truck Operator  
921.683-078 Transfer-Car Operator  
929.583-010 Yard Worker  
929.683-014 Tractor Operator

### Local Considerations

Industries that typically employ in this occupation are plentiful throughout all five counties. Although many jobs in the agricultural sector are seasonal, growth in manufacturing has increased the need for movement of materials within establishments. Growth in retail sales, including the location of some warehouse-type stores to Sutter County, has also added new jobs to the consortium.

### Training Opportunities

#### Community Colleges:

Butte: 1-year certificate program-Heavy Equipment Operation Technician.

#### Regional Occupation Programs:

Tri-County (Colusa, Sutter, Yuba): Agriculture Equipment Operation & Maintenance, Williams H.S. Distributive Occupations Training/ Materials Handler, Colusa Alternative H.S., Colusa County Schools Career Training Center, Williams H.S.

# INSTRUCTIONAL AIDES

OES Code: 315211

22 Firms Responding  
505 Jobs Represented

## DESCRIPTION

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

## WAGES & BENEFITS

Union Hourly Wages	Range	Median
New Hires, no experience	\$ 6.50 - 8.87	\$ 7.50
New Hires, experienced	\$ 6.87 - 11.80	\$ 7.98
Experienced, 3 yrs with firm	\$ 7.15 - 13.01	\$ 8.97

(Most employees in this survey are union workers)

Non-Union	Range	Median
New Hires, no experience	\$ 5.00 - 8.00	\$ 6.24
New Hires, experienced	\$ 5.00 - 8.58	\$ 6.75
Experienced, 3 yrs with firm	\$ 5.00 - 9.65	\$ 7.30

**Note:** Wages were reported prior to minimum wage increase effective September 1, 1997.

## Fringe Benefits

Many employers offer paid sick leave, medical insurance, dental insurance and vision insurance to full-time employees. Some also offer retirement plans, paid vacation and life insurance. Some part-time Aides are covered by collective bargaining agreements and are offered fringe benefits. Many pay for part of their health insurance premiums or other benefits, depending on the number of hours worked.

## SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

**Experienced Applicants:** a little difficult

**Inexperienced Applicants:** a little difficult

Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.

## SIZE OF OCCUPATION

Very Large (more than 350 workers)

## EMPLOYMENT TRENDS

Much faster than average (2.0% annually)

Average annual growth rate for all occupations in the consortium is 1.5% based on 1994-2001 projections.

## REQUIREMENTS

### Education, Training and Experience

Many recent hires have high school or equivalent education, and some have completed college classes but no degree. Many employers sometimes require 6-12 months experience working with groups of children, but all responding employers usually consider vocational training as a substitute for part of the experience. Some employers provide in-house training. All schools require applicants to pass a state-mandated proficiency test in reading, language, and math. Few employers also require certificates such as First Aid and CPR.

### Important Qualifications for Job Entry

**Technical:** oral reading skills; classroom management skills; ability to apply teaching & behavior management techniques; knowledge of early childhood development, knowledge of disabilities; ability to write effectively; record keeping skills; ability to operate audio/visual equipment; musical skills; ability to administer first aid; possession of an Early Childhood Development certificate; ability to type at least 45 wpm.

**Computer:** keyboarding; basic literacy; Windows; word processing programs; math-teaching programs.

**Personal or other:** understanding of a variety of cultures; ability to handle crisis situations; willingness to work with close supervision; ability to work independently; ability to exercise patience; bi-lingual in Spanish or Punjabi.

**Basic:** language skills; oral communication skills; proficient in English usage, grammar, spelling, punctuation & vocabulary; basic math skills; ability to read & follow instructions; ability to write legibly.

**Physical:** ability to withstand standing, walking and kneeling for extended periods of time.

KEY	ALL (100%)	ALMOST ALL (80-99%)	MOST (60-79%)	Summer/Fall 1997
TERMS:	MANY (40-59%)	SOME (20-39%)	FEW (less than 20%)	North Central Counties

# INSTRUCTIONAL AIDES

## OTHER INFORMATION

### New/Emerging Skills

Increased level of computer knowledge for working in a computer lab setting or accessing the Internet in the classroom; bi-lingual ability; math competency; early literacy; CPR & 1<sup>st</sup> Aid.

### Common Job Titles

Classroom Aide; Teacher's Aide; Instructional Assistant; Instructional Associate; Kindergarten and Pre-School Aide; Bi-Lingual Aide; Computer Aide; ESL Aide; Health Assistant; Signing Aide; Special Education Aide.

### Career Ladder

Most openings tend to be entry-level requiring little work experience, and training is generally provided on the job. Personal traits and basic skills along with experience working in the care and supervision of groups of children are among the most important qualifying factors. Some school districts pay slightly higher wages to aides qualified to work in special education programs and those who speak a second language. Most advancement opportunities are in the form of higher earnings, increased responsibility, and/or increases in hours and benefits. Experienced aides may advance to secretarial or clerical positions or with additional education to teaching positions.

### Hours

Most positions are part-time, average 20 hours/week  
Some full-time positions, average 33 hours/week

### Major Employing Industries

Elementary & Secondary Schools (SIC 8211)

### California Occupational Guides

#502 Teacher Aides

### Occupational Outlook Handbook

Teacher Aides

### Dictionary of Occupational Titles Codes

099.327-010 Teacher Aide I

249.367-010 Teacher Aide II

219.467-010 Grading Clerk

249.367-086 Satellite-Instruction Facilitator

### Training Opportunities

#### Community Colleges:

Butte: *Certificate and degree programs* in Early Childhood Education.

Mendocino: *Degree program*, Ethnic Studies option: Family Relations/Child Development of school-age child.

Yuba: *Certificate and degree programs* in Early Childhood Education of school-age children.

#### Regional Occupation Programs:

Glenn County: *Child Development Aide Training*, Hamilton H.S. & Willows H.S.

Lake County: *Careers with Children*, Lower Lake H.S.

Tri-County (Colusa, Sutter, Yuba): *Early Childhood Careers*, Marysville H.S. & Boyd St., Yuba City.

# OPERATING ENGINEERS

OES Code: 979560

15 Firms Responding  
214 Jobs Represented

## DESCRIPTION

Operating Engineers operate several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders to excavate, move and grade earth, erect structures, or pour concrete or other hard surface paving. They may repair and maintain equipment in addition to other duties. Does not include workers who specialize in operation of a single type of heavy equipment such as a bulldozer or crane.

## WAGES & BENEFITS

Union Hourly Wages	Range	Median
New Hires, no experience	\$ 8.50 - 12.80	\$10.33
New Hires, experienced	\$ 9.41 - 25.83	\$12.37
Experienced, 3 yrs with firm	\$10.68 - 25.83	\$14.15

Non-Union Hourly Wages	Range	Median
New Hires, no experience	\$ 8.00 - 10.00	\$ 9.00
New Hires, experienced	\$ 9.00 - 16.00	\$13.50
Experienced, 3 yrs with firm	\$11.00 - \$20.00	\$16.50

**Note:** Wages were reported prior to minimum wage increase effective September 1, 1997.

## Fringe Benefits

All responding employers offer medical insurance to full-time employees. Almost all offer dental insurance and paid vacation. Most also offer paid sick leave, retirement plans, vision insurance and life insurance. Few part-time workers are offered benefits.

## SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

**Experienced Applicants:** somewhat difficult

**Inexperienced Applicants:** somewhat difficult

Employers may have some difficulty finding qualified applicants at times. This indicates a good outlook for qualified job seekers.

## SIZE OF OCCUPATION

Large (161-350 workers)

Survey results indicate this occupation is much larger than EDD's estimate of less than 80 workers in the 1994-2001 occupation projection tables.

## EMPLOYMENT TRENDS

Much faster than average (2.0% annually)

Average annual growth rate for all occupations in the consortium is 1.5% based on 1994-2001 projections.

## REQUIREMENTS

### Education, Training and Experience

All recent hires in this survey have high school or equivalent education. Most employers always require 12-24 months farm or heavy equipment operation or road maintenance experience. Many will sometimes consider vocational training as a substitute for part of the experience. The Operating Engineers Union requires apprentices to complete a one-month training program offered by the union.

### Important Qualifications for Job Entry

**Technical:** certified for special construction equipment; ability to follow safe equipment operating practices; automotive maintenance and minor repair skills; ability to read blueprints; ability to read working drawings; basic construction skills.

**Personal or other:** possession of a good DMV driving record; ability to work independently; ability to work with close supervision; mechanical aptitude; ability to pass a drug screening test.

**Physical:** ability to pass a pre-employment medical examination; ability to lift at least 50 lbs. repeatedly.

**Basic:** basic math skills; ability to read and follow instructions; ability to write legibly; oral communication skills.

KEY	ALL (100%)	ALMOST ALL (80-99%)	MOST (60-79%)	Summer/Fall 1997
TERMS:	MANY (40-59%)	SOME (20-39%)	FEW (less than 20%)	North Central Counties

# OPERATING ENGINEERS

## OTHER INFORMATION

### Common Job Titles

Heavy Equipment Operator, Loader Operator, Scraper Operator, Backhoe Operator, Bulldozer Operator, Road Maintenance Worker, Public Works Maintenance Worker, Cal-Trans Heavy Equipment Operator.

### Career Ladder

Operating Engineers are classified by the type of machines they operate. Beginning operators handle light equipment under the guidance of an experienced operator. Later, they may operate heavier equipment such as bulldozers and cranes. Apprentices usually have better job opportunities than other beginners because they learn to operate a wider variety of machines. Apprenticeship involves on-the-job training in the form of paid employment, together with supplemental related training at a designated training center. Mechanical aptitude and high school training in automobile mechanics are helpful because workers may perform some maintenance on their machines. Experience operating mobile equipment such as farm tractors or heavy equipment in the Armed Forces is an asset. Journey-level status comes after several years of on-the-job experience. Advancement may be in the form of increased hourly pay for learning to operate machines requiring higher skill. Persons with above-average ability may be promoted to foreman, superintendent, or project manager. Some workers become owner-operators, furnishing both machine and operator at a specified rental rate.

### Hours

Most positions are full-time, average 40 hours/week  
Many seasonal positions, average 40 hours/week

### Major Employing Industries

Highway & Street Construction (SIC 1611); Water, Sewer & Utility Lines (SIC 1623); Heavy Construction, not elsewhere classified (SIC 1629); Concrete Work (SIC 1771); Refuse Systems (4953); Local Government (9030).

### California Occupational Guides

#147 Operating Engineers (Construction Machine Operator)

### Occupational Outlook Handbook

Material Moving Equipment Operators

### Dictionary of Occupational Titles Codes

859.683-010 Operating Engineer

859.683-014 Operating-Engineer Apprentice

### Local Considerations

State and local government in all five counties employ this occupation. Job demand in the public sector is low due to budget limitations and a very low turnover rate. In the private sector, the number of job openings may fluctuate widely from year to year according to weather conditions and contracts received by employers. Construction industries are sensitive to changes in economic conditions, and local job growth depends on projects such as repair work on highways and levees or commercial and residential land development. Most opportunities are seasonal with peak activity taking place during summer months. Workers on-call from the union hall are subject to periodic layoffs.

### Training Opportunities

#### Apprenticeship Programs:

##### Operating Engineers JAC

7388 Murietta Drive, Rancho Murietta, CA 95683.  
Phone: (916) 354-2029, Fax: (916) 354-1126

*Formal 3-year apprenticeship program* administered by union-management committees of the International Union of Operating Engineers and the Associated General Contractors of America.

#### Community Colleges:

Butte: 1-year certificate program, Heavy Equipment Operation Technician.

#### Regional Occupation Programs:

Tri-County (Colusa, Sutter, Yuba): *Agriculture Equipment Operation & Maintenance*- Williams H.S., *Farm Power Mechanics*-Yuba City H.S., *Distributive Occupations Training/ Materials Handler*-Colusa Alternative H.S., Colusa County Schools Career Training Center, Williams H.S.

# PARAMEDICS

OES Code: 325083

4 Firms Responding  
78 Jobs Represented

## DESCRIPTION

**EMT-Paramedics** are trained and certified to provide emergency advanced life support at the scene of an emergency and during ambulance transport to hospitals. They use a broad range of sophisticated life-saving equipment and techniques, including specified drugs. Excludes Firefighters trained as EMT-Paramedics.

## WAGES & BENEFITS

Non-Union Hourly Wages	Range	Median
New Hires, no experience	\$ 9.00 - 9.00	\$ 9.00
New Hires, experienced	\$ 9.50 - 12.00	\$ 9.50
Experienced, 3 yrs with firm	\$ 9.50 - 14.00	\$11.00

Union	Hourly Wages
New Hires, no experience	\$ 7.05
New Hires, experienced	\$ 7.85
Experienced, 3 yrs with firm	\$ 8.65

**Note:** Wages were reported prior to minimum wage increase effective September 1, 1997.

## Fringe Benefits

Most employers offer medical insurance and paid vacation to full-time employees. Many also offer dental insurance and retirement plans. Some also offer vision insurance and paid sick leave.

## SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

**Experienced Applicants:** a little difficult

**Inexperienced Applicants:** not difficult

Supply of experienced applicants is somewhat larger than demand. Job seekers may experience competition, particularly those without experience.

## SIZE OF OCCUPATION

Medium (81 - 160 workers)

## EMPLOYMENT TRENDS

Much faster than average growth (2.4% annually)  
Average annual growth rate for all occupations in the consortium is 1.5% based on 1994-2001 projections.

## REQUIREMENTS

### Education, Training and Experience

All recent hires in the survey have completed college classes but no degree. Many employers always require at least 6 months work experience as an EMT-1. A valid EMT/Paramedic certificate from the local regional certifying agency is required, and many employers will always accept this as a substitute for experience. Some employers require additional certificates of training such as CPR (cardio-pulmonary resuscitation), ACLS (advanced life support) and a health care provider certificate.

### Important Qualifications for Job Entry

**Technical:** possession of a EMT/Paramedic certificate; ability to perform synchronized cardioversion; ability to perform needle thoracostomy; ability to perform endotracheal intubation; ability to perform pediatric intubation; ability to perform ventilation by use of esophageal airway; ability to test, check and maintain emergency medical equipment; ability to take charge and handle major emergencies; ability to accurately record and report information; ambulance or emergency vehicle driving skills.

**Computer:** basic keyboarding and computer familiarity; ability to follow a prompt.

**Personal or other:** ability to assess emergency situations and set priorities quickly; ability to work as part of a team; ability to work independently; ability to work under pressure.

**Physical:** ability to lift and move patients; good vision; ability to perform strenuous, physically demanding work; good physical condition; possession of good color perception.



# PARAMEDICS

## OTHER INFORMATION

### Common Job Titles

Paramedic, Paramedic Supervisor

### Career Ladder

Many Paramedics begin by completing basic EMT-I training and working as ambulance drivers or fire department volunteers. Advancement to EMT-Paramedic requires additional classroom training, clinical and field internships and passing a written and practical exam. Further advancement usually means leaving fieldwork for positions such as supervisor, operations manager, administrative director, or executive director of emergency services. Some EMTs become instructors, firefighters, dispatchers, or police officers, or others move into sales or marketing of emergency medical equipment. Some return to school and become registered nurses, physicians, or other health workers.

### Hours

Most positions are full-time, average 42 hours/week  
Some part-time positions, average 15 hours/week  
Some 24-hour shifts.

### Major Employing Industries

Ambulance Transport Companies (SIC 4119)

**NOTE:** Hospitals, local fire-fighting agencies & volunteer fire districts generally do not employ Paramedics.

### Local Considerations

Most local hospitals no longer employ EMTs or Paramedics. Employing firms are limited to one industry, private ambulance services, with only three firms in the consortium. Firefighting agencies generally employ trained paramedics as firefighters. Volunteer Fire Districts often have trained EMTs and Paramedics on call for emergencies, but they are only paid mileage reimbursement.

### Regional Certifying Agencies

**Lake County:** North Coast EMS Agency  
86 E Street  
Eureka, CA 95501  
Phone: (707) 445-2081

**Colusa & Glenn Counties:** Northern California EMS Agency  
P.O. Box 491989  
Redding, CA 96049-1989  
Phone: (530) 221-7900

**Sutter & Yuba Counties:** Sierra-Sacramento Valley EMS Agency  
3853 Taylor Road, Suite G  
Loomis, CA 95650  
Phone: (916) 652-3690

### Training Opportunities

For a complete list of approved Paramedic training contact State EMS Authority (916) 322-4336.

### Community & Private Colleges:

Butte College: *Certificate and degree programs in Health-EMT-Paramedic.*

Mendocino College: *Certificate and degree programs in Health Sciences-Emergency Medical Technician-Paramedic.*

American River College: *Degree program, Paramedic.*  
Address: 4700 College Oak Dr., Sacramento, CA 95841. Phone: (916) 484-8011

Northern California Training Institute: *Certificate program, Paramedic.* Address: 5255 Elkhorn Blvd., Sacramento, CA 95842. Phone: (916) 348-4412.

### California Occupational Guides

#550 Emergency Med Techs (EMT) & Paramedics

### Occupational Outlook Handbook

Emergency Medical Technicians

### Dictionary of Occupational Titles Codes

079.364-26 Paramedic

# RECREATION WORKERS

OES Code: 273110

16 Firms Responding  
38 Jobs Represented

## DESCRIPTION

Recreation Workers conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. They consider the needs and interests of individual members and organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies.

## WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.00 - 12.00	\$ 6.00
New Hires, experienced	\$ 5.50 - 13.00	\$ 7.10
Experienced, 3 yrs with firm	\$ 7.00 - 15.00	\$ 8.67

**Note:** Wages were reported prior to minimum wage increase effective September 1, 1997.

## Fringe Benefits

Many employers offer medical insurance, dental insurance, paid vacation, paid sick leave and retirement plans to full-time employees. Some part-time employees are offered sick leave and paid vacation. Few are offered medical insurance, dental insurance, vision insurance, life insurance and retirement plans.

## SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

**Experienced Applicants:** somewhat difficult

**Inexperienced Applicants:** a little difficult

Employers may have some difficulty finding experienced applicants, indicating a good outlook for qualified job seekers. Inexperienced applicants may experience competition in job seeking.

## SIZE OF OCCUPATION

Large (161 - 350 workers)

## EMPLOYMENT TRENDS

Much faster than average (1.6% annually)

Average annual growth rate for all occupations in the consortium is 1.5% based on 1994-2001 projections.

## REQUIREMENTS

### Education, Training and Experience

Almost all recent hires completed college classes but no degree. Many employers usually require 12-24 months work experience as a Group Activity Leader or Assistant in a social or recreational program. Almost all employers will sometimes consider vocational training as a substitute for part of the experience. Some employers require a Bachelor's Degree in Recreation Therapy; others require certificate of completion of an activities course at a two-year college or in-house training program.

### Important Qualifications for Job Entry

**Technical:** ability to apply teaching techniques; ability to plan and organize the work of others; artistic skills; ability to plan and organize training programs; knowledge of geriatrics; ability to administer emergency first aid; ability to hire and assign personnel; ability to apply principles of recreation; ability to accurately record and report information.

**Computer:** word processing

**Personal or other:** understanding of a variety of cultures; leadership skills; possession of a clean police record; willingness to work with close supervision; ability to work independently; interpersonal skills; ability to exercise patience.

**Physical:** good physical condition

**Basic:** basic math skills; ability to write legibly; oral communication skills.

# RECREATION WORKERS

## OTHER INFORMATION

### Common Job Titles

Recreation Leader, Recreation Supervisor, Program Aide, Activity Director, Activity Coordinator, Activity Assistant, Activities Instructor, Camp Counselor, Pool Manager, Pool Guard

### Career Ladder

Education needs range from a high school diploma, or sometimes less, to graduate education for some positions. Full-time career professionals usually have a college degree with a major in parks and recreation or leisure studies, but a bachelor's degree in any liberal arts field may be sufficient for some jobs. Preparation can begin while in high school through Scouting, 4-H Clubs or neighborhood center activities. Occasionally high school graduates are able to enter career positions, but this is not common. Experience in art, music, drama or athletics is helpful. Some jobs require certification, for example, when teaching or coaching water-related activities, a lifeguard certificate is needed. Qualified Recreation Workers may advance to become Supervisors or Program Administrators.

### Hours

Many positions full-time, average 40 hours/week. Some part-time positions average 18 hours/week. Few seasonal positions, average 40 hours/week.

### Major Employing Industries

Hotels & Motels (SIC 7011); Skilled Nursing Care Facilities (SIC 8051); Residential Care (SIC 8361); Social Services, not elsewhere classified (SIC 8399); Civic, Social & Fraternal Associations (SIC 8641); Local Government (SIC 9131); Amusement & Recreation, not elsewhere classified (SIC 7999).

### California Occupational Guides

#357 Recreation Workers

### Occupational Outlook Handbook

Recreation Workers

### Dictionary of Occupational Titles Codes

153.137-010 Manager, Pool  
159.124-010 Counselor, Camp  
187.167-238 Recreation Supervisor  
195.227-010 Program Aide, Group Work  
195.227-014 Recreation Leader  
352.167-010 Director, Social

### Local Considerations

Firms in skilled nursing, residential care and social services industries employ this occupation in all five counties. Job demand is low at parks and recreation departments across the consortium due to City and County budget constraints. Membership sports and recreation clubs, summer camps and vacation resorts in the private sector offer seasonal employment during summer months. Development of tourist-attracting industries in Lake and Yuba Counties may generate some new jobs. Socio-economic trends indicate increased public interest in organized activities for children and families.

### Training Opportunities

#### Community Colleges

Butte: *transfer major*- Liberal Arts

Mendocino: *degree program*- Liberal Arts

Yuba: *degree and transfer programs*- Health, Physical Education & Recreation

# TEACHERS, ELEMENTARY SCHOOL

OES Code: 313050

18 Firms Responding  
817 Jobs Represented

## DESCRIPTION

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include special education teachers who teach only handicapped pupils.

## WAGES & BENEFITS

Union Hourly Wages	Range	Median
New Hires, no experience	\$11.51 - 16.17	\$13.51
New Hires, experienced	\$11.51 18.13	\$15.79
Experienced, 3 yrs with firm	\$11.51 - 19.82	\$17.37

Non-Union Hourly Wages	Range	Median
New Hires, no experience	\$ 6.00 - 14.16	\$12.50
New Hires, experienced	\$ 6.00 - 14.65	\$13.81
Experienced, 3 yrs with firm	\$ 7.00 - 16.36	\$14.27

**Note:** Wages were reported prior to minimum wage increase effective September 1, 1997.

## Fringe Benefits

Almost all employers offer medical insurance, vision insurance, and paid sick leave to full-time employees. Most also offer dental insurance, life insurance and retirement plans. Some also offer paid vacation and few offer childcare.

## SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

**Experienced Applicants:** a little difficult

**Inexperienced Applicants:** a little difficult

Worker supply is somewhat larger than demand for qualified applicants, and job seekers may experience competition.

## SIZE OF OCCUPATION

Very Large (more than 350 workers)

## EMPLOYMENT TRENDS

Slower than average (0.5% annually)

Average annual growth rate for all occupations in the consortium is 1.5% (based on 1994-2001 projections.)

## REQUIREMENTS

### Education, Training and Experience

Almost all recent hires have a bachelor's degree; few have completed additional graduate study. Some employers usually require 6-12 months work experience, but many will sometimes accept student teaching as a substitute.

Public schools require a Multiple Subject Teaching Credential issued by the State of California Commission on Teacher Credentialing. A 2-5-year "preliminary" credential requires a bachelor's degree, California Basic Education Test (CBEST), education course work, student teaching, U.S. Constitution study, and teaching of reading. A "professional clear" requires a fifth year of study (30 units) including special education, health education and computer education. Emergency Multiple and Single Subject Teaching Permits allow holders to teach elementary school students until they receive their related credential.

### Regional Licensing Agency

State of California Commission on Teacher Credentialing  
1812 9<sup>th</sup> Street  
Sacramento, CA 95814-7000  
(916) 445-7254

KEY	ALL (100%)	ALMOST ALL (80-99%)	MOST (60-79%)	Summer/Fall 1997
TERMS:	MANY (40-59%)	SOME (20-39%)	FEW (less than 20%)	North Central Counties

# TEACHERS, ELEMENTARY SCHOOL

## OTHER INFORMATION

### Important Qualifications for Job Entry

**Technical:** planning & organizational skills; time management, problem solving & supervisory skills; record keeping skills; classroom management skills; ability to assess student progress; ability to operate audiovisual equipment; artistic skills; musical skills; ability to administer emergency first aid; ability to write effectively; knowledge of algebra.

**Computer:** basic computer literacy including keyboarding, mouse and MS Windows skills.

**Personal or other:** enthusiasm; ability to motivate others; creativity; flexibility; ability to exercise patience; respect for individual differences; ability to work closely with others; understanding of a variety of cultures; ability to work with parents; possession of a clean police record; willingness to work with close supervision; ability to work independently; ability to work as part of a team; ability to work under pressure; ability to handle crisis situations.

**Basic:** English grammar & spelling; writing skills; verbal communication skills; ability to read & follow instructions; ability to perform basic mathematical calculations.

**Physical:** Ability to withstand extended periods of walking or standing, and constant talking and hearing; ability to supervise children indoors and outdoors.

### New/Emerging Skills:

Internet; use of computer in classroom; teaching of reading; early literacy; phoneme awareness; special education; bi-lingual skills.

### Hours

Almost all positions are full-time, average 36 hours/week. Few part-time positions average 19 hours/week.

### Common Job Titles

Classroom Teacher, Resource Teacher; Self-Contained Classroom Teacher, Elementary Teacher, Alternative Education Teacher, Certificated Elementary Teacher

### Major Employing Industries

Elementary Schools (SIC 8211)

### Career Ladder

Substitute teaching provides a good entry opportunity and often leads to a permanent position. Promotion for most teachers consists of regular salary increases. Participation in extra duty, professional development programs or graduate study sometimes enables teachers to earn salary bonuses, depending on experience, size of district and college units completed. Highly qualified, experienced teachers can become senior or mentor teachers, with higher pay and additional responsibilities. With additional preparation and certification or licensure, teachers may move into positions as school librarians, reading specialists, curriculum specialists, or guidance counselors. They also may become administrators or supervisors.

### California Occupational Guides

#10 Teachers, Elementary School

### Occupational Outlook Handbook

School Teachers-Kindergarten, elementary & secondary

### Dictionary of Occupational Titles Codes

092.227-010 Teacher, Elementary School

099.224-010 Instructor, Physical Education

### Training Opportunities

#### Universities and Colleges:

- CSU Chico (530) 898-4636
- CSU Sacramento (916) 278-6011
- CSU Sonoma (707) 664-2346
- UC Davis (916) 752-0655
- Chapman University-Yuba City Academic Center (530) 674-2758
- Dominican College of San Rafael, (415) 485-3233
- Patten College, Oakland, (510) 533-8300

#### Community Colleges:

Butte, Mendocino and Yuba: articulated coursework and A.A. degrees in General Education/Studies, Liberal Arts/Studies. Transfer programs leading to a B.A. degree in a broad field major at 4-year universities.

# TRUCK DRIVERS, LIGHT

OES Code: 971050

15 Firms Responding  
131 Jobs Represented

## DESCRIPTION

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.

## WAGES & BENEFITS

### Union Hourly Wages

No experience	\$14.16
Experienced	\$20.00

Non-Union Hourly Wages	Range	Median
New Hires, no experience	\$ 5.00 - 9.00	\$ 6.00
New Hires, experienced	\$ 5.50 9.00	\$ 7.00
Experienced, 3 yrs with firm	\$ 7.00 - 11.75	\$ 8.00

**Note:** Wages were reported prior to minimum wage increase effective September 1, 1997.

### Fringe Benefits

Almost all employers offer medical insurance and paid vacation to full-time employees. Many also offer dental insurance, paid sick leave, retirement plans, vision insurance and life insurance. Few part-time employees are offered medical insurance, paid sick leave and paid vacation.

## SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

**Experienced Applicants:** somewhat difficult

**Inexperienced Applicants:** somewhat difficult

Employers may have some difficulty finding qualified applicants at times. This indicates a good outlook for qualified job seekers.

## SIZE OF OCCUPATION

Very Large (more than 350 workers)

## EMPLOYMENT TRENDS

Much faster than average (1.6% annually)

Average annual growth rate for all occupations in the consortium is 1.5% based on 1994-2001 projections.

## REQUIREMENTS

### Education, Training and Experience

All recent hires in the survey have high school or equivalent education. Many employers sometimes require 12 months driving experience with no moving violations or DUIs. Most employers will sometimes consider vocational training as a substitute for part of the experience, but training is not considered a hiring requirement. Additional requirements include a valid California Class B driver's license, a clean DMV record, and the ability to pass a drug test.

### Important Qualifications for Job Entry

**Technical:** possession of a valid Class B driver's license; possession of a valid Class A driver's license; ability to read invoices; record keeping skills; map reading skills; knowledge of local streets; customer relations skills; ability to operate for forklift.

**Personal or other:** possession of a good DMV driving record; ability to work independently; bi-lingual in Spanish or Punjabi is helpful.

**Physical:** ability to load & unload freight; ability to pass a pre-employment medical examination; ability to pass a drug-screening test; ability to lift at least 75 lbs. repeatedly.

**Basic:** oral communication skills; basic math skills; ability to read and follow instructions; ability to write legibly.

# TRUCK DRIVERS, LIGHT

## OTHER INFORMATION

### Common Job Titles

Delivery Driver, Delivery Truck Driver, Route Delivery Driver, Warehouse Delivery Driver, Furniture Delivery Person, Local Driver

### Career Ladder

Few people enter truck driving directly from school. One may begin as a truck driver's helper, driving part of the day and helping to unload and load freight. Most new drivers are assigned to regular driving jobs. Some begin as extra drivers, substituting for regular drivers during illness or vacations. When openings occur, substitute drivers are often considered first. Employers promote part-time drivers to full-time positions. Further advancement is generally limited to driving runs that provide higher earnings or preferred schedules and working conditions. Most employers promote experienced drivers to yardman, dispatcher or management or supervisory positions.

### Hours

Most positions are full-time, average 40 hours/week. Some part-time positions, average 23 hours/week. Some seasonal positions, average 40 hours/week. Few temporary/on-call positions, average 10 hours/week.

### Major Employing Industries

Courier Services, except Air (SIC 4215); Air Courier Services (SIC 4513); Motor Vehicle Supplies (SIC 5013); Lumber & Other Building Materials Dealers (SIC 5211); Auto & Home Supply Stores (SIC 5531); Furniture Stores (SIC 5712); Florists (SIC 5992).

### California Occupational Guides

None

### Occupational Outlook Handbook

Truckdrivers

### Dictionary of Occupational Titles Codes

906.683-010 Food-Service Driver

906.683-014 Liquid-Fertilizer Servicer

906.683-018 TelephoneDirectory Distributor/Driver

906.683-022 Truck Driver, Light

913.663-018 Driver

919.663-022 Escort Vehicle Driver

### Local Considerations

Firms engaged in pick-up and delivery service are located in all five counties, though most are small and employ few drivers. Most of the employment in this survey is in Lake and Yuba Counties. Turnover is low; most employers indicate drivers hold their jobs three years or more.

### Training Opportunities

No specific local programs

# VEHICLE SALESPERSONS, RETAIL

OES Code: 490111

15 Firms Responding  
98 Jobs Represented

## DESCRIPTION

Retail Vehicle Salespersons sell new and used automobiles, trailers, mobile homes, motor homes, boats, motorcycles and other vehicles to the public. They explain the features and demonstrate the operation of the vehicle in the showroom or on the road, and suggest optional equipment. They may compute the sales price, including tax, trade-in allowance, license fee, and discount, and requirements for financing payment of the vehicle on credit. Does not include workers who primarily sell vehicle parts and accessories.

## WAGES & BENEFITS

Almost all vehicle salespersons earn a combination of salary and sales commissions. Based on a percentage of sales, commissions may vary according to the salesperson's ability to sell their product and the condition of the economy.

**Average Monthly Base Salary:** \$867 to \$1300

<b>Average Monthly Commission</b>	<b>Range</b>	<b>Median</b>
New Hires, no experience	\$832 - 1995	\$1545
New Hires, experienced	\$981 - 3324	\$2492
Experienced, 3 yrs with firm	\$981 - 4986	\$4154

**Note:** Wages were reported prior to minimum wage increase effective September 1, 1997.

## Fringe Benefits

Almost all responding employers offer medical insurance to full-time employees. Many also offer dental insurance, life insurance and paid vacation. Some firms also offer paid sick leave and retirement plans.

## SIZE OF OCCUPATION

Medium (81 - 160 workers)

## SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

**Experienced Applicants:** somewhat difficult

**Inexperienced Applicants:** somewhat difficult

Employers may have some difficulty finding qualified applicants at times. This indicates a good outlook for qualified job seekers.

## EMPLOYMENT TRENDS

Much faster than average (2.6% annually)

Average annual growth rate for all occupations in the consortium is 1.5% , based on 1994-2001 projections.

## REQUIREMENTS

### Education, Training and Experience

All recent hires have at least a high school or equivalent education, some have an AA degree, and some have completed college classes but no degree. Most employers sometimes require 12-24 months work experience in retail sales or marketing, preferably on commission. Most will sometimes consider training as a substitute for part of the experience, although it is not a hiring requirement.

### Important Qualifications for Job Entry

**Technical:** ability to apply sales techniques; understanding of inventory techniques; ability to operate a cash register; ability to write effectively.

**Computer:** knowledge of word processing, database and spreadsheet programs ; desktop publishing skills.

**Personal or other:** good diction; public contact skills; customer service skills; self confidence to work on commission-only basis; good grooming skills; willingness to work under close supervision.

**Basic:** oral communication skills; basic math skills; ability to read and follow instructions ; ability to write legibly.

**Physical:** ability to stand continuously for 2 or more hours.

## OTHER INFORMATION

KEY	ALL (100%)	ALMOST ALL (80-99%)	MOST (60-79%)	Summer/Fall 1997
TERMS:	MANY (40-59%)	SOME (20-39%)	FEW (less than 20%)	North Central Counties



# VEHICLE SALESPERSON-RETAIL

## Common Job Titles

Salesperson, Sales Consultant

## New/Emerging Skills:

Internet use; marketing; persuasion of sophisticated customers.

## Obsolete Skills:

High pressure sales techniques.

## Hours

Most positions are full-time, average 41 hours/week

## Career Ladder

There usually are no formal education requirements for this type of work. Experience in most any type of retail selling job will help prepare those interested in vehicle sales. Nearly all inexperienced vehicle salespeople are trained on the job. Employers look for persons with a basic good attitude, an interest in sales work and willingness to learn, who enjoy working with people and have tact and patience to deal with customers. Other desirable characteristics include a neat appearance, and the ability to communicate clearly and effectively. Many employers promote to Team Leader or Sales Manager, although opportunities are limited in smaller firms where one person, often the owner, does most of the managerial work.

## Major Employing Industries

Motor Vehicle Dealers (SIC 5511); Used Car Dealers (SIC5521); Recreational Vehicle Dealers (SIC 5561)

## California Occupational Guides

#536 Retail Salespersons

## Occupational Outlook Handbook

Retail Sales Workers

## Dictionary of Occupational Titles Codes

273.353-010 Salesperson, Automobiles

273.357-018 Sales Rep, Boats/ Marine Supplies

273.357-034 Salesperson, Trailers/ Motor Homes

## Local Considerations

Most employing firms in the consortium are located within Sutter and Yuba Counties and in incorporated cities in Colusa and Lake Counties. Job growth is likely to fluctuate with the condition of the economy in a given region.

## Training Opportunities

No local programs identified.